School Matron/Office Administrator
(Part – time)

Holme Grange is a successful, traditional Prep School with waiting lists in a number of year groups. We are at an exciting stage of our development as our school is about to extend our excellent provision up to GCSE at Year 11. We will admit our first Y9 pupils in September 2015. We are looking for someone to join the Office team at the beginning of this venture, who is willing to contribute and adapt to our changing and developing school.

We are seeking to employ someone to be responsible for providing first aid/care for pupils aged 3 – 14 initially, but eventually up to 16+, and maintaining medical records/administration of medicines. The successful candidate will also undertake general office administration and Reception duties within a busy school environment and be willing to turn their hand to any task. A general nursing qualification would be an advantage, though not essential.

The position is term-time only, Monday to Friday 8.30am – 1.30pm.

Holme Grange is committed to safeguarding and promoting the welfare of children. Applicants for all jobs will undergo appropriate child-protection screening including checks with past employers and the Disclosure and Barring Service (DBS) check to enhanced level. A Prohibition Check is also carried out. Holme Grange School is an equal opportunities employer.

Pre-application visits welcomed - please phone and book a time. Full details and application form available at www.holmegrange.org or by telephoning 0118 978 1566. Applications will only be accepted by completion of an application form which should be submitted with a hand written letter of application to the Headteacher – Mrs C Robinson.