



Headteacher: Miss. L. Noble

12 October 2018

CHALTON LOWER SCHOOL

www.chaltonlower.co.uk

School Year 2018-2019

NEWSLETTER NO: 6



Central

Dear Parents



Stars of the Week

'Stars' for last week were:

Emeralds and Amethysts: Cayden

Rubies and Sapphires: Lola Rose

Diamonds: Reid

Parent Consultations – Thursday 8th November

The sheets for booking an appointment are now in the School Office. You may also telephone or email in to school to request a time. [3.30 to 7.00 pm]

Tag Rugby – Wednesday 31st October

Letters have been sent out today to those children who will be taking part in the Tag Rugby event. The children will be transported there and back to the event.

The New Classroom

It won't be too long now before it is finished! You will be invited to have a look at a later date, but currently it is a building site and you are not allowed to enter on the grounds of health and safety.

Year 1 and 2

Year 1 and 2 going in the Nature Reserve on **Tuesday 16th October**. Please wear old clothes and bring wellies/old trainers to wear outside as well as their normal shoes.

Harvest Festival

This will be on **Thursday 18th October 2018 at 2pm** at the Village Hall. Doors will open at **1.45 pm**.

We would appreciate any tins and packets of food for our display. We shall send these to the Salvation Army as in previous years.

Arnold Academy,
Hexton Road, Barton-le-Clay,
Bedfordshire, MK45 4JZ Tel: 01582 616400



VACANCY

Receptionist/Clerical Assistant – required as soon as possible.

Level 2A (points 10 – 13) starting at point 10 - £13,209 - £14,035 per annum

37.0 hours per week: Monday to Friday 8.00am – 4.00pm (3.30pm on Tuesday)

Term time only plus 5 training days

We are looking to appoint a Receptionist/Clerical Assistant to work in our main office alongside our existing administration team. This key administrative role provides significant opportunity to interact with staff, pupils and parents and provides a 'front line service' for anyone contacting the school.

The successful applicant will

- Be proficient in Excel, Word and other popular Microsoft programmes.
- Work to a high standard of accuracy in administrative tasks; have good organisational skills and be able to process accurate and timely information.
- Have excellent interpersonal skills.
- Have previous administrative experience.
- Be able to prioritise workload and be flexible, adaptive and calm when working under pressure.
- Maintain information systems and input data - knowledge of the SIMS database system would be an advantage.
- Be first aid trained or be prepared to undertake training.

We provide a pleasant working environment, full induction and a strong network of support to enable you to maximise your skills.

We look forward to receiving your application and actively encourage a visit for you to see at first hand our academy at work. Please contact Mrs Wendy Simpson (Office Manager) on 01582 616400 or email admin@arnoldacademy.org.uk Further information about the academy and an application pack can be downloaded from our academy website: www.arnoldacademy.org.uk.

Closing date: noon on Monday 15th October 2018

Interviews: 17th/18th October 2018

Arnold Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to an enhanced DBS.