



Telford Infant School

Headteacher: Mrs S.A. Oustayiannis

Kelvin Road

Lillington

LEAMINGTON SPA

CV32 7TE

Telephone: (01926) 425544

E.Mail: admin2326@welearn365.com

www.telfordinfant.co.uk

VACANCIES

We are currently looking for:

SMILES BUSINESS MANAGER

Grade: Band H scp. 25 – 28 - £4,169 - £4,593 (Pro Rata) pa

Hours: 8 hours per week – Term time only

Contract: This is a Fixed-Term Contract for 1 year.

Telford Infant School is looking for a new Business Manager for SMILES Out of Hours Club.

The post holder will be responsible to the Headteacher for the organisation and management of the out-of-hours Club's administration, including strategy, finance, personnel, health and safety and premises.

The ideal candidate will have excellent administrative skills, have outstanding communication skills and be well organised. Experience of working within a school environment would be desirable, but is not essential as full training will be given.

MIDDAY SUPERVISORS

VARIOUS CONTRACTS AVAILABLE INCLUDING:

12noon to 1.15pm

11.45pm to 1.30pm

Casual contracts (where you would be called in on an occasional basis to cover midday supervisor absences)

Telford Infant School are currently looking to recruit friendly, hardworking midday supervisors to join our team.

Please look at our website for further details or pop into the school office to see Mrs Oustayiannis for an informal conversation.

<https://www.telford-inf.warwickshire.sch.uk/web/vacancies/313512>



Race equality

