



BRANSCOMBE C OF E PRIMARY SCHOOL
NEWSLETTER 10/21
Wednesday 24th February 2010



Dear Parents/Carers

Achievements to Celebrate
Branscombe Waves Award:

Lauren: for working hard and doing her best in writing.
Jed: for being friendly and playing well with others.
Charlotte H: for being friendly and playing well with others.
Kayleigh: for always being respectful to adults

Branscombe C of E Primary School
Children's Aims
We will try to:



The Branscombe Waves

School Office

I would like to welcome Mark Tyler to Branscombe Primary. Mark will be providing us with some temporary part time cover in the school office on Monday, Tuesday, Wednesday and Friday mornings. We are currently advertising for a permanent school administrator in the Devon County Council Choice bulleting. (please see advert at the end of the newsletter). Unfortunately due to job evaluation and safeguarding issues the recruitment process is a very lengthy one, but now that everything has been approved we hope to appoint a new, permanent administrator at the beginning of the summer term.

Sidmouth Music Networking Event (Thursday 25th Feb - 4:00pm to 6:00pm)

On Thursday 25th February, 2010, St. Nicholas C of E Junior School will be hosting a Networking Event to showcase music for young people which takes place in and around the Sidmouth area. This informal event is not only intended to feature performances from school and youth groups but also to give a chance for those with an interest in developing music for young people to meet and develop ideas. Parents and carers are particularly welcome along.

Parent/teacher interviews (Tuesday 2nd March)

Please can you ensure that slips for Parent / Teacher interviews are returned by Friday 26th February so we can finalise times.

Please feel free to contact us if you have any concerns, ideas or suggestions.

Best wishes

From the staff at Branscombe Primary

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PARENTS EVENING ON TUESDAY 2nd MARCH BETWEEN 3.30PM AND 6.00PM

Name of child

I would like to see: ☐ Mrs Crawford ☐ Mr Ford ☐ Mr Swait

We will book and confirm a ten minute appointment for you. Please indicate below which times you would be able to make

3.30 – 4.00

4.00 – 4.30

4.30 – 5.00

5.00 – 5.30

5.30 – 6.00

Job advertisements for positions at Branscombe C of E Primary

School Administrator

Part time

Salary: Grade D (£8858 per annum)

Hours: 22 $\frac{1}{2}$ hours per week (39 weeks per annum)

Closing Date: Wednesday 3rd March

Interviews: w/b 29th March

Our warm, friendly, coastal, village school is looking for an experienced administrator to work 22.5 hours per week in our busy school office. Our ideal candidate will have excellent administrative skills, be IT proficient and have experience of monitoring budgets. Experience of working with SIMS in a primary school is desirable although not essential. We promote and encourage staff development.

In addition, strong communication skills, an ability to work under pressure and to prioritise workload as well as a warm, friendly approach to children, parents and visitors are a must. We are committed to safeguarding and the welfare of our pupils and the successful candidate will be required to undertake an enhanced CRB check.

Please note that we are also advertising our Clerk to the Governing Body vacancy - both posts could be carried out by the same person.

For further information and an application form please visit our website

www.branscombe.devon.sch.uk or contact us on 01297 680339 or at admin@branscombe.devon.sch.uk

Clerk to the Governing Body

Part time

Salary: Grade B (subject to job evaluation) £737 per annum

Hours: 98 hours per annum

Closing Date: Wednesday 3rd March

Interviews: w/b 29th March

We require an organised, efficient and committed Clerk to the Governing Body. Duties will include the preparation and distribution of agendas, minutes and reports, minute taking at all meetings of the full governing body (approximately 2 per term) plus committee meetings. You will also be required to provide procedural advice and maintain a register of Governors. We are able to offer you the opportunity to join a dedicated and supportive staff team in a varied and interesting position where you can make significant contribution to the smooth running for the school and to the education of our children. We are committed to safeguarding and the welfare of our pupils and the successful candidate will be required to undertake an enhanced CRB check.

Please note that we are also advertising our School Administrator vacancy - both posts could be carried out by the same person.

For further information and an application form please visit our website

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