



**Beckingham Primary School**  
The Limes Beckingham Doncaster Yorkshire DN10 4QN

Telephone: 01427 848230 Fax: 01427 848700  
[office@beckingham.notts.sch.uk](mailto:office@beckingham.notts.sch.uk)

Headteacher: Mrs E J Moore B.Ed (Hons)

June 2021

Dear Applicant

**Part-time Administrative Assistant - 12.25 hours per week term-time**  
**Grade 2 Points 2-4**

Thank you for showing an interest in this particular post at Beckingham Primary School.

Please find enclosed an application form, job description, job specification and Notts CC safeguarding children policy statement. I would be grateful if you could state on the application form the evidence you have against the job specification categories.

First and foremost the Governors are seeking to appoint an excellent Administrative Assistant who is well organised, enthusiastic and caring. The successful application must be able to work as part of a hard working team, sharing their commitment to high educational standards and maintain confidentiality at all times.

Visits to the school are most welcome and encouraged in a Covid safe way by arrangement with Mrs Chorlton, our Office Manager.

Candidates should state their strengths, interests and indicate the qualities they would bring to the team at Beckingham Primary.

The closing date for the application is 10.00 am Monday 21 June. If you are shortlisted for this post you will be notified by Wednesday 23 June. Interviews will be held on Friday 25 June.

We look forward to receiving your application.

Yours sincerely

E J Moore  
Headteacher

Encs