

Thomas Russell Junior School

'Ambitious culture, strong team ethos, outstanding academic achievement, high expectations, exemplary behaviour' Ofsted 2019.



Newsletter



Issue No. 20

Headteacher: Mrs S Sharpe

15th February 2019



Early Birds and Night Owls

Please remember to make bookings for next half term by
SUNDAY 24th FEBRUARY 2019

REMEMBER TO PLAN AROUND RESIDENTIAL VISITS!

www.schoolinterviews.co.uk

Early Bird code: n94ts

Night Owls code: y3g2h



Pastures new...

Congratulations to Mrs Jackson who has been headhunted for a job back in the buildings industry and will be returning to her true profession. Mrs Jackson has been at Thomas Russell Junior for nearly 15 years and contributed a huge amount - both in her 'day job' in the office, but also in her 'passion / obsession' the swimming pool. Although she will be leaving us in March, you will still see her around in the swimming pool for some time whilst Mr Bradley gradually learns the ropes. One of Mrs Jackson's most significant achievements whilst with us was spearheading the Lottery funding application which enabled us to transform an outside pool which was used for about 10 weeks a year, to an enclosed, fully heated swimming pool which is open to our children, other schools, business and the public on a year round basis! Sheer credit to her determination and will power.

We would like to thank Mrs Jackson for dedicating such a significant amount of time to the school and the children (her x-ray vision in the medical room will be missed!) and wish her well in her return to the buildings industry.

Mrs Jackson's departure does open up a vacancy at the school. Please see the reverse of this Newsletter and share with anyone who you feel may be interested in joining our 'Outstanding' team.

Enterprise Projects

We have been thoroughly impressed by the children's response to the launch of our Enterprise Project. It has already generated such a brilliant buzz of ideas, teamwork and excitement. Best of luck to every single person who has signed up and we look forward to hearing about how your businesses are developing.

Uniform and footwear

Please could I just give a little reminder about uniform and footwear expectations, as we have noticed a few standards are starting to slip just a little. If you are not sure, a detailed list of expectations can be found on the school website in the prospectus.

Please could children also remember that the only permitted items of jewellery are a watch (which we have extended to include any exercise tracker) and one small pair of stud earrings, which the child must be able to remove themselves for all swimming and PE lessons. Thank you.

Have a lovely holiday and see you on Tuesday 26th February. Best wishes, Mrs Sharpe

Administrative Assistant (with First Aid)

37.5 hours per week

(ideally 7.5 each day, but slight ability to negotiate)

(May also consider job share with two highly effective candidates)

Permanent - Term time only

We are looking to appoint an organised and enthusiastic person to join our school on a permanent basis. The successful candidate will support the Headteacher and other senior leaders as part of a small admin team in a wide range of organisational, financial and administrative tasks.

The candidate will be expected to display confidence and competence using a range of computer applications as well as possessing a good standard of written English and mathematical skills. The ability to be flexible and approachable is essential, along with self-motivation and a willingness to learn new skills. The candidate will be able to meet deadlines efficiently and support with smooth running of the school. The role includes exposure to a significant amount of personal information so confidentiality and integrity are critical.

The successful candidate will also share responsibility for administering first aid to pupils, liaising with parents / carers over medical issues and a range of other first aid responsibilities such as maintaining first aid boxes and records of first aid administered. Training available.

An understanding of school administration and the education system would be an advantage, but is not essential.

Closing date: Thursday 7th March at 1pm.

Interviews will take place on Monday 11th March.

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.crb.gov.uk

This Authority and school are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

For more information, either contact Mrs Sharpe, or visit www.wmjobs.co.uk in the next few days when application information will become available.