

"Our vision is to be an outstanding learning community where every individual is enabled to achieve their true potential."

Michael del Río, Principal



**ARCHBISHOP
LANFRANC**

School Nurse/ Administration Assistant

Required – September 2019 or as soon as possible thereafter

Full Time & Permanent

Salary – £25,000 - £29,000 Full-Time (Pro rata term time is also available for a candidate who wishes to work term time only)

We are seeking to appoint a School Nurse/ Administration Assistant to join our committed support team from September 2019. The successful candidate will need to be a qualified nurse who would be interested in implementing their skills into a school environment and ideally have prior experience in a similar, or related, role. Full training will be provided but an awareness of Microsoft Office would be advantageous.

This role requires the ability to maintain a welcoming and appropriate impression on the reception desk as first point of contact to the Academy. The School Nurse/ Administration Assistant should be able to demonstrate the ability to deal with emergency first aids at the highest standard whilst also being able to provide efficient and professional support to staff, parents, students and visitors through email, telephone, intercom, radio and face-to-face contact. The School Nurse/ Administration Assistant will also use the Academy's systems and bespoke systems to carry out duties, including Office, Outlook, SIMS, Call-Parent and Truancy-Call.

The Archbishop Lanfranc Academy opened in September 2014 and moved into its brand new whole-school rebuild in September 2017.

The Academy received a "Good" in all aspects following its first Ofsted inspection in March 2017 and is now working towards being graded as "Outstanding" at its next inspection. The Academy also benefits from an on-site nursery open to both staff and the general public which also has a grading of "Good" from Ofsted, as well as a fully equipped gym.

We are committed to high-quality, collaborative and relevant CPD for all members of staff to enable and support them to make the best possible progress in their role and in their future career development. As a growing school there are many opportunities for 'in-house' progression.

The Academy is located within a short walk of Therapia Lane Tram Stop, mid-way between East Croydon and Wimbledon Mainline Stations and underground connections, both of which are approximately 15 minutes by tram from the school.

To apply please complete the Academy's application form available both here on the TES and on our website, under the vacancies section, at www.lanfranc.org.uk

Completed application forms can be returned by mail/ email to:

The Principal, The Archbishop Lanfranc Academy, Mitcham Road, Croydon CR9 3AS.

Email: recruitment@lanfranc.org.uk

Telephone: 020 8689 1255

Website: www.lanfranc.org.uk

Closing date for applications: 6 September 2019

Applications from agencies will not be considered and all applications must be made on the Academy's application form.

For further details and an application pack, please contact:

recruitment@lanfranc.org.uk

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The Academy is fully committed to the safeguarding and well-being of all its students and staff. The successful applicant's appointment will be subject to satisfactory enhanced clearance by the Disclosure and Barring Service.

LEARNING CHANGES LIVES

Principal: Mr M. del Río

Mitcham Road, Croydon CR9 3AS T: 020 8689 1255 www.lanfranc.org.uk