

OTTERBURN PRIMARY SCHOOL



Weekly Newsletter – Friday 11th September 2020

Otterburn Primary School & Nursery

Attendance

Week ending: 04.09.2020

Reception: 100%

Year 1: 100%

Year 2: 94%

Year 3: 88%

Year 4: 100%

Year 5: 100%

Year 6: 100%

Please make every effort to ensure that your child is in school every day and not missing valuable learning time.

First full week done! Thank you to everyone for being superstars!



CARETAKER / CLEANER VACANCY

A vacancy has arisen for a Caretaker and a Cleaner. The positions could be joint or two single posts. To start as soon as possible. Working times by arrangement with the Head Teacher.

Cleaning: 14 hours per week - Band 1 (£9.25 per hour)

Main duties:

1. Sweeping, mopping, wiping, washing, polishing, vacuuming, dusting and polishing walls, floors, furniture and fittings in accordance with service specification and standards and including personal items belonging to service users as necessary.
2. Empty litter bins and otherwise remove small quantities of rubbish.
3. Use, as appropriate, powered equipment as provided, and ensure that relevant Health & Safety regulations are adhered to at all times.
4. Open and close premises as necessary, ensuring that the security of the premises is not compromised.
5. Other duties appropriate to the nature, level and grade of the post.

Caretaking: 5 hours per week - Band 2 (£9.62 per hour)

Main duties:

1. Ensure self and colleagues comply with Health and Safety legislation and other policies and procedures.
2. Responsible for the security of the property and ensuring required access is available.
3. Ensure cleaning standards are maintained and undertake cleaning related tasks as required.
4. Operation and maintenance of heating and associated tasks.
5. Monitor usage of utilities (water, electric etc.).
6. Monitor and report the general condition of the property, undertake minor repairs and ensure routine maintenance /DIY tasks are carried out in a timely manner.
7. Ensure that all ventilation, access and exit points operate effectively.
8. Ensure that external areas of the property are kept free from litter and debris, bins are emptied regularly and main access routes and agreed areas are kept clear of leaves, snow and ice.
9. Ensure that all janitorial equipment is fit for purpose and properly maintained
10. Attend training events as and when required.

Enquiries and application forms are available by contacting Mrs. Murray on 01830520283 or via email amy.murray@otterburn.northumberland.sch.uk

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Jeans for Genes Day – Friday 11th September

Thank you to everyone who came into school in their jeans and donated. We have raised £45.00.



Homework – Years 1-6

Homework will start next Friday and tasks will be set via Doodles Maths & Doodle Spell. These tasks are to be completed by the following Wednesday. Logins for Doodle are in your child's reading record. If you do not have a device to access Doodle, there will be a homework club held in school on a Wednesday lunchtime.

Homework tasks will gradually be added each week during this half term.

After School Clubs W/C – 20th Jan 2020

Monday – Sports Club (Year 3-6) Go Noodle Club (Nur-Y2) - 3.15pm-4.30pm

Tuesday – PE Club (Year 3-6) Craft Club (Nur-Y2) - 3.15pm – 4.30pm

Wednesday - No Activity Clubs – Childcare Club only

Thursday – Keep Active Club (Y3-6) Allotment Club (Nur-Y2) - 3.15pm-4.30pm

Childcare Club Available Mon-Thurs until 5.30pm

Breakfast Club available Mon-Fri. 7.45am – 8.45am

Charges Apply

To book clubs please contact the school office

School Reading Books

Please can we ask everyone to check at home and return any school reading books that may have been sent home in learning packs during lockdown.



Reading Books – Willow Class

Reading books for Years 3-6 will only be changed on a Monday or Friday. This is so books can be in quarantine when returned to school.

