

# Computer Monitor Job

jobcentreplus

Job Title: Computer Monitor	Date: 13.05.2013
Reference No: 0005	Pay scale: 1
Year Groups: 1-6	Posts Available: 4

St Thomas Job Centre Plus is looking for hard working, reliable students to look after and monitor the computers in the ICT suites.

Duties will include: Ensuring all computers and monitors are switched off and shut down properly. All headphones are neatly stored away and the ICT suite is left tidy.

# Energy Monitor Job

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Job Title: Energy Monitor	Date: 13.05.2013
Reference No: 0007	Pay scale: 1
Year Groups: 3-6	Posts Available: 4

St Thomas Job Centre Plus is looking for hard working, reliable students to look after and monitor the light switches and electrical appliances around school. Duties will include checking light switches and electrical devices, ensuring no unnecessary energy is being wasted.

## Playground Monitor Job

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Job Title: Playground Monitor	Date: 13. 05. 2013
Reference No: 0009	Pay scale: 1
Year Groups: 5-6	Posts Available: 4

St Thomas Job Centre Plus is looking for hard working, reliable students to look after and monitor the playground equipment in the front and back playgrounds. Duties will include bringing out and taking in equipment such as the stilts, samba goals, hockey equipment, footballs & general playground toys/equipment.

## Go Kart Assistants Job

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Job Title: Go Kart Assistants	Date: 13. 05. 2013
Reference No: 00011	Pay scale: 1
Year Groups: 5-6	Posts Available: 2

St Thomas Job Centre Plus is looking for hard working, reliable students to help assist the go kart team in the running of the go kart zone. Duties will include helping with the setting up and putting away the track and go karts. Maintaining the karts and track including equipment, and helping keep the zone safe and risk free.

## Plant Monitor Job

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Job Title: Plant Monitor	Date: 13.05.2013
Reference No: 0006	Pay scale: 1
Year Groups: 1-2	Posts Available: 4

St Thomas Job Centre Plus is looking for hard working, reliable students to look after and monitor the plant life around school. Duties will include watering and looking after all plant life within school.

## Trolley Assistant Job

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Job Title: Trolley Monitor	Date: 13.05.2013
Reference No: 0008	Pay scale: 1
Year Groups: 5-6	Posts Available: 4

St Thomas Job Centre Plus is looking for hard working, reliable students to assist the lunch time staff with the upkeep of the dining hall. Duties will include helping younger students with any problems in the dining room. Wiping down tables and chairs, and supporting with the emptying of trays.

## Cashier Wages Clerk Job

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Job Title: Wages clerk	Date: 13. 05. 2013
Reference No: 00010	Pay scale: 2
Year Groups: 5-6	Posts Available: 2

St Thomas Job Centre Plus is looking for hard working, honest, reliable students to manage and look after the wages and time sheets for all St Thomas Job Centre Plus employees. Duties will include checking and maintaining timesheets, totalling hours on timesheets, paying employees and deducting tax where appropriate. Qualifications/requirements, must include level 4 numeracy skills.

## Go Kart Supervisor Job

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Job Title: Go Kart Supervisor	Date: 13. 05. 2013
Reference No: 00012	Pay scale: 1
Year Groups: 5-6	Posts Available: 2

St Thomas Job Centre Plus is looking for hard working, reliable students to supervise and help run the go kart zone. Duties will include helping with the setting up and putting away the track and go karts. Maintaining the karts and track including equipment, and helping keep the zone safe and risk free.

# Tommy Times Newspaper Reporter Job

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Job Title: Newspaper reporter	Date: 13. 05. 2013
Reference No: 00015	Pay scale: 2
Year Groups: 5-6	Posts Available: 2

St Thomas Job Centre Plus is looking for hard working, honest, reliable students to help with the school newspaper. Duties will include gathering news and information to include in the school newspaper, carrying out interviews, and reporting to Tommy Times on upcoming events within the school and school community.

# ICT Maths Group Monitor Job

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Job Title: Maths group monitor	Date: 13. 05. 2013
Reference No: 00018	Pay scale: 1
Year Groups: 3-6	Posts Available: 2

St Thomas Job Centre Plus is looking for hard working, honest, reliable students to help assist Mr Bradley in early morning maths group. Duties will include making sure all computers are logged on and ready to use for half past 8 and then shut down properly afterwards. Candidates for this post must be part of an early morning group as the job starts before school opens.

## Book Monitor Job

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Job Title: Book Monitor	Date: 13. 05. 2013
Reference No: 00013	Pay scale: 1
Year Groups: 3-6	Posts Available: 2

St Thomas Job Centre Plus is looking for hard working, honest, reliable students to help look after the books and boxes around school. Duties will include making sure books are in the correct boxes, removing any damaged books if unrepairable and on occasions helping Mrs Dockery in the school library.

## Ipad Operator Job

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Job Title: Ipad operator	Date: 13. 05. 2013
Reference No: 00014	Pay scale: 2
Year Groups: 6	Posts Available: 2

St Thomas Job Centre Plus is looking for hard working, reliable students to help run and look after the schools ipads and ipad zones. Duties will include making sure all ipads are looked after and recharged after each session. Downloading updates when required, updating apps and installing new ones, and helping run the ipad sessions with the teacher in charge.

# Tommy Times Newspaper Editor Job

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Job Title: Newspaper editor	Date: 13.05.2013
Reference No: 00019	Pay scale: 2
Year Groups: 5-6	Posts Available: 2

St Thomas Job Centre Plus is looking for hard working, honest, reliable students to help with editing the school newspaper. Main duties will include deciding what articles and reports to include in the newspaper. Editing reports provided to Tommy Times by the newspaper reporters.

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## How to apply for a job

- 1. Pick out a job you think you will be good at from the board.**
- 2. Write down the reference number**
- 3. Ask Miss Kane for an application form**
- 4. Fill in the application form and hand it back to Miss Kane before the deadline date (on the board).**

**St Thomas Job Centre Plus information desk will be open during Friday playtimes to discuss vacancies and future job posts.**

## Assembly Assistant Job

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Job Title: Assembly assistant	Date: 13.05.2013
Reference No: 00016	Pay scale: 1
Year Groups: 3-6	Posts Available: 2

St Thomas Job Centre Plus is looking for hard working, honest, reliable students to help assist teachers in assemblies. Duties will include making sure students line up correctly and sit properly during assembly.

## School Photographer Job

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Job Title: Photographer	Date: 13.05.2013
Reference No: 00017	Pay scale: 2
Year Groups: 5-6	Posts Available: 2

St Thomas Job Centre Plus is looking for hard working, reliable students to fill the important role of school photographer. Duties will include taking pictures around school, during school events and possibly clubs. Photos will be used for Tommy Times newspaper and displays. Duties also include maintaining and looking after the photography equipment.



## Playtime School Assistant Job

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Job Title: Newspaper editor	Date: 13.05.2013
Reference No: 00020	Pay scale: 1
Year Groups: 5-6	Posts Available: 2

St Thomas Job Centre Plus is looking for hard working, honest, reliable students to help assist Mr Bradley with playtime school. Main duties will include collecting students that have failed to turn up to playtime school.

## Fruit Monitor Job

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Job Title: Fruit Monitor	Date: 13.05.2013
Reference No: 00021	Pay scale: 1
Year Groups: 5-6	Posts Available: 2

St Thomas Job Centre Plus is looking for hard working, honest, reliable students to help run the fruit baskets during playtime. Duties will include selling fruit in either the front or back playgrounds.