



Ilfracombe Infant & Nursery School  
Marlborough Road, Ilfracombe, EX34 8JL  
Executive Headteacher: Claire Grant

Telephone: 01271 863462

Email: [adminilfracombe@goodilf.org.uk](mailto:adminilfracombe@goodilf.org.uk)

Website: [www.ilfracombe-inf.devon.sch.uk](http://www.ilfracombe-inf.devon.sch.uk)

Blog: [www.ilfracombeinfantandnurseryblog.com/](http://www.ilfracombeinfantandnurseryblog.com/)

Date: 14<sup>th</sup> March 2025

Dear Parents and Carers,

### **Breakfast Club Provision, Reception, Year One and Year Two**

We have sent out correspondence to parents and carers of children in Reception, Year One and Year Two inviting your feedback to the provision of a school run free Breakfast Club starting in the Summer Term.

### **Year Two, Visit to Dunster Castle, Minehead**

The children had a fantastic time exploring the castle and grounds and learning about how people lived in medieval times.





## **Reception and Year One, Inspirational Nature Workshop, RHS Garden Rosemoor, Torrington**

The children enjoyed exploring the gardens, collecting natural resources to make clay woodland animals and planting radish seeds.



## **Tuesday 18<sup>th</sup> March, Elephants and Giraffes, Visit to Ilfracombe Library**

Please ensure that your child wears suitable clothing and footwear for the visit to the library.

## **Reception and Year One, Request for Recyclable Materials to Build Moon Buggies**

The children will be building moon buggies in class next week and we need your help by sending in any recyclable materials such as cardboard boxes, plastic bottles, bottle caps, egg cartons and paper towel rolls. Thank you.

## **Comic Relief Day, Friday 21st March 2025**

Children may wear or bring something red to celebrate Comic Relief. There will be donation baskets in classes for those wishing to donate.

Kind regards,

Handwritten signature of Claire Grant.

Claire Grant

**Executive Headteacher**

## Diary Dates

Tuesday 18 <sup>th</sup> March	Elephants and Giraffes - Ilfracombe Library Visit
Friday 21 <sup>st</sup> March	Comic Relief
Monday 31 <sup>st</sup> March	Giraffes and Zebras - Easter Craft Activities, parents and carers welcome to attend
Tuesday 1 <sup>st</sup> April	Lions - Easter Craft Activities, parents and carers welcome to attend
Wednesday 2 <sup>nd</sup> April	Elephants and Swans - Easter Craft Activities, parents and carers welcome to attend
Thursday 3 <sup>rd</sup> April	Kingfishers - Easter Craft Activities, parents and carers welcome to attend
Monday 7 <sup>th</sup> April to Monday 22 <sup>nd</sup> April	Spring holidays

## Administration Assistant Vacancy

37.5 hours per week, Monday to Friday, B Grade - £24,027 to £24,404 per annum pro rata

Term time to include non-pupil days

We are looking for a personable and thorough Administrator with a keen eye for detail to provide a welcoming, efficient reception service for the school.

The ideal candidate will have excellent customer service skills, both in person and on the telephone, and thrive in a busy working environment, working calmly under pressure to meet deadlines.

We are seeking an individual who is confidential, flexible and passionate about providing an excellent support service to our children, staff and visitors. Previous experience of working in a school office is not essential as full training will be provided.

The successful candidate will be required to work from both schools in our federation but will mainly be based at Ilfracombe Infant and Nursery School.

The Goodleigh C of E Primary School and Ilfracombe Infant & Nursery School Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Online checks are completed for shortlisted candidates. An enhanced Disclosure is required for this post.

Please read our Safeguarding and Child Protection Policy here: <https://www.ilfracombe-inf.devon.sch.uk/about-our-school/key-policies>

An application pack can be requested from the school office. Your completed application form should be returned by email to [adminilfracombe@goodilf.org.uk](mailto:adminilfracombe@goodilf.org.uk) or can be printed and returned to the office.