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THE HERALD SITUATIONS VACANT PAGES



## Employment

### General Vacancies

**STRATFORD GIRLS' GRAMMAR SCHOOL**  
STRATFORD-UPON-AVON  
Shaping Futures

Selective academy  
(815 students, 215 in sixth form)  
Headteacher: Mrs Jacqui Cornell

**OPERATIONS OFFICER**  
Permanent, 30 hours per week over 4 days,  
term time only plus two weeks

Point 7-10  
(£24,294 to £25,545 full time equivalent)

We are seeking to recruit an enthusiastic, reliable and efficient individual to take responsibility for the day to day running of school operations and events such as Open Evenings and whole school celebrations. The successful candidate will be well organised, have a pragmatic approach, a willingness to learn, and be able to remain calm under pressure.

Please apply by following the link on our website [www.sggs.org.uk](http://www.sggs.org.uk) (under vacancies) by 10am on Thursday 22nd August 2024

Interviews: w/c 1st September 2024  
Enquiries to Mrs Webster, Business Manager  
[info@sggs.org.uk](mailto:info@sggs.org.uk)

This school is committed to safeguarding, equality of opportunity, and promoting the welfare of children and young people. An enhanced DBS check will be required. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

THE PARISH OF  
STRATFORD-UPON-AVON

## Part time Cleaners

We are looking to recruit two permanent part-time staff to carry out regular cleaning duties in Holy Trinity Church (Monday & Friday) and the Parish Centre (Tuesday – Thursday). The successful applicants will work together, as a team, for 2 hours per day (Monday to Friday). The timing of each shift is negotiable, subject to it not interfering with the normal operations of the church and parish centre. The pay per hour is £12.48 (equivalent full time - £24,336).

Working closely with the Parish Safety and Compliance officer, the key duties will include weekly cleaning and the upkeep of kitchen and toilet areas etc and occasional deep cleaning tasks within the church and parish centre.

Application forms can be obtained by visiting our website or by contacting the Parish Office (Tel: 01789 266316).

**Applications must be received by 12 Noon on Wednesday 28th August 2024.**

We actively encourage you to submit your application by email to:  
[HR@stratford-upon-avon.org](mailto:HR@stratford-upon-avon.org).

Paper applications should be addressed to:  
Liz Marshall, Holy Trinity Parish Office,  
Old Town, Stratford-upon-Avon CV37 6BG.

## Employment

### General Vacancies



#### Accounts Assistant Apprentice Role – Full time – Permanent.

AVRS Systems Ltd is a SME Mechanical & Electrical Engineering company who are currently recruiting for an Accounts Assistant who will directly report into the Finance Manager. The company has been established for 40 years plus, we have three offices, and the position is to be based in the Stratford-Upon-Avon office. AVRS has recently been taken over by Galliford Try Construction, who now act as our parent company.

#### Information for candidates:

The candidate will be working in a small department comprising of five. This role would suit an individual who is studying their level 2 AAT qualification. We offer further study packages, i.e. CIMA professional studies for anyone who would like to further their career. We would also consider candidates with the relevant experience as we are flexible in the person that we are looking for.

#### Responsibilities include:

Various duties such as data entry on the finance system Eque2 which feeds directly into the SAGE accounting package. Month end duties, which include reconciling supplier and customer accounts. Some admin duties such as filing and organising the office space would be expected. Work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct and all relevant tasks to ensure they are in line with the AAT qualification.

The successful candidate will have good working knowledge on how to use excel. Training will be given on the systems Eque2 and SAGE. Must be able to liaise with people on all different levels.

Job Types: Full-time, Permanent. 9am till 5 pm. (One day at college to study for the course).

Salary: National minimum wage for apprentices.

To apply for this position please send a covering letter and C.V. Applications to be sent by e-mail or post to the address below.

Closing date for this position – 10.09.2024.

E-mail details- [Suky.Gill@avrssystem.com](mailto:Suky.Gill@avrssystem.com)

Address: F.A.O. Suky Gill (Finance Manager), AVRS Systems Ltd, Unit C, Drayton Manor Offices, Alcester Road, Stratford-Upon-Avon, Warwickshire, CV37 9RQ.

Telephone-01789-777656.

Website address: [www.avrssystem.com](http://www.avrssystem.com)

## Notices

### PUBLIC NOTICES

**WARWICKSHIRE COUNTY COUNCIL**  
Town and Country Planning (Development Management Procedure) (England) Order 2015  
NOTICE UNDER ARTICLE 13 (4) and (5)  
OF APPLICATION FOR PLANNING PERMISSION

Proposed development at Shuttery St Andrews C Of E Primary School, Hathaway Lane, Stratford-Upon-Avon, Warwickshire, CV37 9BL. I give notice that Warwickshire County Council has applied to the County Planning Authority for planning permission for the installation of a single storey Portakabin building for use as additional classroom space for a temporary period of 2 years. This application affects the setting of the following Listed Building(s) Shuttery Church Of England Junior And Infant School. The proposed application lies within the following Conservation Area(s) – Shuttery.

Details of this application (and others submitted to the County Council) can be viewed on our website at [www.warwickshire.gov.uk/planning](http://www.warwickshire.gov.uk/planning). Access to our website is also available at your local library. Anyone who wishes to discuss this application should contact Andrew Huntley, tel: 01926 412692. Please quote application no. SDG/24CC004.

Representations on this application, which should arrive no later than 05 September 2024, may be made in writing to Planning Delivery Environment Services, Communities Directorate, Warwickshire County Council, Shire Hall, Warwick CV34 4RL, or by sending an email to [andrewhuntley@warwickshire.gov.uk](mailto:andrewhuntley@warwickshire.gov.uk).

The postal addresses of all consultees and neighbours notified of this application are listed on the Council's website as a record of that fact. The website will also indicate from which address any response is received.

Your full representation may be referred to in any report to Regulatory Committee.

David Walden – Authorising Officer

Date: 15 August 2024

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