

Senior Clerical Assistant required

19 hours per week, term time only Grade 4 (SCP 4) £9.81per hour

Plus 4 hours per week Lunchtime Supervision term time only,

Grade 1 (SCP 1), £9.25 per hour

Fixed term until 31 August 2022, in the first instance

Required ASAP

The Governors & Head Teacher are seeking to appoint an enthusiastic individual to the post of Senior Clerical Assistant. The school ethos is distinct and through this we aim to nurture every child's personal as well as academic development.

The ability to multi-task is essential; you will be dealing with parents/carers, pupil, and external agencies on a daily basis. The main duties of the role involve administration of SIMS, using IT and completing general admin tasks to support the day to day running of the school. The successful candidate must have good IT skills, be confidently numerate, with good Literacy skills and possess a 'can do' attitude. Experience/ knowledge of working in a school setting is desirable but not essential.

At Longnor we offer a positive and thriving school environment, a great team of staff and a commitment to continuing professional development.

The hours to be worked are as follows;

	Senior Clerical Assistant	Lunchtime supervisor
Monday	8:45-11:45, 1:45-3:30	11:45 -12:45
Tuesday	8:45-11:45	12:00 -12:30
Wednesday	8:45-11:45	11:45 -12:45
Thursday	8:45-11:45	11:45 -12:45
Friday	8:45-12:00, 1:30-3:30	12:00-12:30

Closing Date: Monday 1st November 2021 at 12 noon

Interview Date: Friday 5th November 2021

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

For further details about this vacancy and an application form please contact the school office on 01743 718493 or email admin@longnorschool.co.uk (Please note we do not accept CVs).