

**Clerical Assistant – Based mainly at Marshbrook First School
Term Time only, Permanent, Grade 3**

26.5 hours per week:

Monday:	8.15 – 12:30
Tuesday:	8.15 – 12.30
Wednesday:	8.15 – 16:00
Thursday	8.15 – 16:00
Friday:	12.30 – 16:00

We are looking to appoint an enthusiastic and customer focused individual to work for Penk Valley Academy Trust, but based at Marshbrook. Excellent communication skills are essential for this role as you will be required to provide first class service to the general public and suppliers as well as colleagues and senior leadership across the organisations.

Main duties will include:

- Maintain manual and computerised records/management information systems
- Undertake routine administrative procedures e.g. transport arrangements
- Operate relevant equipment/computer applications (e.g. Word, Excel, databases, spreadsheets, ParentPay, Internet)
- Provide general advice and guidance to staff, pupils and others
- Undertake routine financial administration e.g. processing orders, receipt, recording and banking of monies due to the school
- Basic first aid
- Minute taking (occasional evening work will be required)

The successful candidate will have:

- Excellent interpersonal skills, effective use of IT packages, good organising, planning and prioritising skills
- A passion for working alongside and supporting children
- A commitment to teamwork and partnership

Application forms and job specification are available from school website or WM jobs

Closing date for the receipt of applications Monday 17th September 2018 (Noon)

Interviews are expected to be held on Tuesday 25th September 2018

Completed application forms should be returned to office2@marshbrook.staffs.sch.uk or by post to Marshbrook First School, Teddesley Road, Penkridge, ST19 5BA

"This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment"

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.crb.gov.uk