

Clerical Assistant

23 hours per week:

08:30-12:30 Monday – Thursday

08:30-16:00- Friday

Princefield First School

Term Time only (39.2 working weeks), Permanent, Grade 3 pro rata (£9.36 per hour)

This is a truly exciting opportunity for an enthusiastic Clerical Assistant to join Penk Valley Academy Trust. We are looking to appoint an enthusiastic and customer focused individual to work within the administration team.

The school is part of the Penk Valley Academy Trust along with 4 other schools based in the local area: Marshbrook First School, St John's First School, Penkridge Middle School and Wolgarston High School.

Main duties will include:

- Maintain manual and computerised records/management information systems
- Undertake routine administrative procedures
- Operate relevant equipment/computer applications (e.g. Word, Excel, databases, spreadsheets, ParentPay, SIMS, 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

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 on the school website:

<http://princefield.staffs.sch.uk>

Closing date for the receipt of applications is Friday 28 June 2019 (noon)

Interviews: Friday 5 July 2019

Completed application forms should be returned to Jan Marson via email

j-marson@penkvalley.co.uk or by post to Wolgarston High School, Cannock Road, Penkridge, Stafford, ST19 5RX.

"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