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## Clerical Assistant Job number - PV21-14

### Job Summary:

Employer: Penk Valley Academy Trust

Start Date: Required for immediate start

Salary: Grade 3, SCP 3 (£9.62 per hour)

Working Hours: Monday & Tuesday 08:15-11:15am, term time only

Location: Penkridge

Application Closing Date: Tuesday 30 November 2021 (noon)

Interview: Monday 6 December 2021

Contract: Fixed Term in the First Instance

### The role:

Wolgarston High School part of Penk Valley Academy Trust is seeking to appoint a Clerical Assistant to assist with clerical and reception duties for two mornings per week until 21 July 2022.

The role will include:

- Supporting the Office Manager with administration and clerical duties
- Reception duties including answering the phone and taking messages
- Support with the delivery of first aid

You should be able to demonstrate excellent IT skills, be well organised, have a professional approach to work and be able to prioritise workloads to meet critical deadlines.

Excellent communication skills both oral and written are also an essential part of the role to be able to deal with staff, students, parents and external agencies. An ability to multitask is essential.

### Being part of Penk Valley Academy Trust:

Penk Valley Academy Trust is the local academy trust for the following schools Marshbrook First School, Princefield First School, St John's First School, St Mary & St Chad CE First School, Penkridge Middle School, Wolgarston High School and The Rural Enterprise Academy. The Trust's vision is to take collective responsibility for ensuring that every child and young person in our Trust receives an excellent education, achieves high outcomes and realises their potential. All members of staff work incredibly hard to provide the very best education for every child in our care.

**To find out more regarding the Academy Trust please do not hesitate to visit our website at**

[www.penkvalley.co.uk](http://www.penkvalley.co.uk)

### Employee benefits

As an employee you will be covered by our excellent well-being support programme through Schools Choice. We take a collaborative view of learning where good practice is shared across the Trust. You will join a friendly team. We use every opportunity to develop staff at all levels, we have a comprehensive CPD Programme and support staff at all levels to develop and experience opportunities to progress their careers.

**APPLICATION PROCEDURE:**

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at [www.wolgarston.staffs.sch.uk](http://www.wolgarston.staffs.sch.uk) and return [HR@penkvalley.co.uk](mailto:HR@penkvalley.co.uk) to or alternatively post your application to the school address for the attention of HR.

Wolgarston High School  
Cannock Road  
Penkridge  
Staffordshire  
ST19 5RX

**Recruitment and hiring during COVID-19:**

Despite the challenges we face, recruitment and hiring will continue for all Penk Valley Academy Trust vacancies with as little disruption as possible over the coming weeks and months. This is for all senior, teaching and support staff appointments. Applications will still be reviewed, and interviews conducted in a timely manner, although interview activities may vary. We will still aim to conduct face to face interviews where possible. Candidates will be given the option to interview via online video if you cannot attend in person, this can be discussed if your application is shortlisted. We will always adhere to Government advise.

This Trust 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”

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful applicant will be subject to an enhanced DBS check.