

LONGFORD PRIMARY ACADEMY



JOB DESCRIPTION

Position: Clerical Assistants

Dates:	Closing Date 3rd December (Expressions of interest)
Grade:	Level 1
Salary:	£16,394 PA - Pro Rata
Location:	Longford Primary Academy, Cannock
Contract Type:	Permanent
Contract Term:	30 hours Per week
Hours/Work – Start Date	Monday – Friday – (from 1st January 2019)

Job Purpose:

The St Bart's Multi-Academy Trust, in partnership with Governors, staff and children are seeking to appoint an Administration Officer

Key Duties / Responsibilities:

Key Duties / Responsibilities

1. Provide administrative support e.g. photocopying, filing, faxing, emailing, completion of routine forms, school meals. This could be directly supporting the Head teacher
2. Update manual and computerised records/management information systems.
3. Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors
4. Open, sort and distribute incoming mail and post outgoing mail
5. First point of contact for sick pupils, liaise with parents / carers / staff
6. Assist with arrangements for visits, for example by school nurse, photographer
7. Ensure collection of attendance registers
8. Arrange orderly and secure storage of supplies.
9. Occasionally handle cash e.g. for school visits, dinner money
10. Any other duties appropriate to the post.

We offer:

- Enthusiastic, happy children
- The chance to work with staff who are friendly, skilled, willing to learn and love their jobs
- Outstanding CPD opportunities
- Supportive professional environment
- The opportunity to work amongst a pro-active team.

Closing date:

Closing date for applications is **Monday 3rd December 2018**

Interviews:

Interviews will take place from Wednesday 5th December

Longford Academy is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.

Longford Academy is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the 'Rehabilitation of Young Offenders Act 1974' and the successful applicant will be subject to an enhanced check by the Disclosure and Barring Service (DBS).

Application packs are available from the school office.

Please contact school office on **01543 227410**

Contact Details:

Applications obtained by contacting the school directly and returned to:

Mrs J Tipper

Longford Primary Academy

Tel: 01543 227410

Email: office@longford.staffs.sch.uk