
	<p>Church Stretton School Shrewsbury Road Shropshire SY6 6EX Telephone Number : 01694 722209</p>	
---	---	---

VACANCY: Clerical Assistant (Level 1a) Secondary

Contract Type: Permanent

START DATE: 1st November 2021 or as soon as possible

Salary: Grade 3, SCP Point 3

£18,562 per annum pro rata to hours worked (£9.62 per hour)

15 Hours per week (with 30 minutes lunch break)

Hours of work are 8.30am – 4.30pm, Thursday and Friday plus PD days

Term Time Only plus PD days(43.80 weeks per year)

TrustEd Schools' Partnership is a multi-academy trust comprising of Oldbury Wells Secondary School, Church Stretton Secondary School, St Leonards CE Primary School, Castlefields Primary School, Alveley Primary School and Stokesay Primary School.

We are looking to appoint an administrator to provide effective administrative, secretarial and front of house support.

- Are you interested in working in a dynamic and innovative school as part of a new and developing support team?
- Do you want to help develop the school's administrative team and contribute to student success?

The preferred candidate will have a working knowledge of Microsoft Office and Excel, be articulate with an excellent telephone manner, resourceful and ensure the smooth and efficient running of the school reception area. The ideal candidate will bring forward thinking administrative experience and the ability to use the latest technologies and programmes such as Microsoft Excel, Word and SIMS to a high level.

The successful candidate will be:

- An excellent communicator with students, parents/carers and staff
- Proven record of high-level ICT skills
- High Level of accuracy and attention to detail
- Ability to work under own initiative
- Have excellent customer care skills

The post will require the successful applicant to be self-motivated, have good communication and organisational skills, a friendly manner and able to work under pressure.

Full details of the role and application process are available from the School's website <http://www.churchstretton.shropshire.sch.uk/vacancies>

How to Apply:

If you feel you have the qualities to complement our existing team then we would love to hear from you. **Please note CVs will not be accepted.** To apply, please download and complete the application form which should be returned to Miss M Gibbs, Operations Coordinator or by email to admin@csschool.co.uk by the closing date below.

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting www.dbs.gov.uk. This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

"The ability to communicate at ease with stakeholders and provide advice in accurate spoken English is essential for the post."

Closing date: 9am Thursday 16th September 2021

Interview date: w/c 20th September 2021