



**ST MODWEN'S CATHOLIC
PRIMARY SCHOOL**
Excellence For All Through Jesus' Love

St Modwen's Catholic Primary School, Tutbury Road Burton-on-Trent, Staffs. DE13 0AJ.

Head Teacher: Mrs Andrea Sherratt

Tel 01283 247565

Email office@st-modwens.staffs.sch.uk

Grade 3 Clerical Assistant Required for Autumn Term 2024 start (asap start)

1 x 12 Hours, Fixed-term position initially until 31.8.2025, Term-time only plus inset days (45.28 paid weeks per year). Annual Full-Time Salary to be pro-rated (SCP 4 £24,404 Full-Time/Full -Year Salary – 12 Hours p/week, 45.28 weeks pro-rated Annual Salary £6,873)

External Advertisement

1 x 12 Hours, Term-time only Clerical Assistant (Grade 3) Required for immediate start Autumn Term 2024, Fixed term Contract till 31.8.2025. Working hours Thursday and Friday 6 hours per day negotiated start and finish times on appointment.

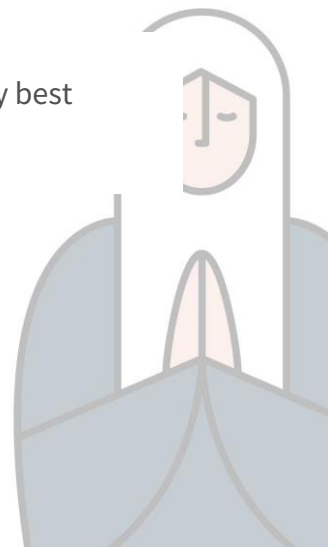
An exciting opportunity has arisen within our busy school Business Team. The role will involve supporting colleagues with a range of school administrative tasks including:

- Undertaking reception duties, answer routine telephone and face-to-face enquiries and sign in visitors.
- Pupil Attendance - Contacting parents to ascertain the reasons for students' absences, liaising with School Inclusion Manager and appropriate internal/ external stakeholders with regard to attendance and signing in late pupils and endorsing school policy with regards to punctuality
- Undertaking routine financial administration e.g. processing orders, receipt, recording and banking of monies due to the school
- Assisting with pupil welfare duties; liaise with parents/staff etc.
- Assisting in arrangements for school trips and events etc.

We are an aspirational local Catholic Primary school dedicated to providing the very best education for our enthusiastic learners.

What skills and experience we're looking for: THE SUCCESSFUL CANDIDATE WILL:

- have the ability to support fully our Catholic ethos, vision and values





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- be qualified with NVQ 2 Business and Administration or equivalent qualification, or experience in relevant discipline.
- have good numeracy and literacy skills. GCSE English and Maths A-C Grades
- strong communication skills and be a natural organiser with strong attention to detail.
- good ICT skills, including the ability to work methodically and present information clearly.
- ability to work constructively as part of a team.
- ability to relate well to children and to adults.
- have a calm and flexible attitude to work as well as being highly organised and able to effectively prioritise workloads.

What the school offers its staff - WE CAN OFFER:

- An exciting opportunity to work in a school that is striving to be the best it can be
- A commitment to you and your professional development
- A commitment to fully supporting all staff in order to drive and sustain school improvement
- Wonderful, kind-hearted and well-behaved children
- A hardworking team that works together for the best outcomes for pupils
- Opportunities to engage with colleagues in partner schools
- A warm, welcoming and nurturing environment
- Children who are resilient, well-behaved and love to learn
- A commitment to staff wellbeing and work life balance

As Head Teacher I warmly welcome you to visit our school.

For an application form along with information regarding the responsibilities of the post, job description and person specification, please see our school [St Modwen's Catholic Primary School - Home \(st-modwens.staffs.sch.uk\)](http://st-modwens.staffs.sch.uk). Visits to school are warmly welcomed – please contact the school office to make arrangements.

CLOSING DATE: Noon Friday 6th September 2024

INTERVIEWS: Tuesday 17th September 2024

The Governors are committed to safeguarding and promoting the welfare of our children and expect all staff to share this commitment. The appointment will be subject to an enhanced DBS check and supportive references. All shortlisted applicants will be subject to an online search in line with Keeping Children Safe in Education. The successful applicant will be offered the position subject to pre-employment checks, DBS clearance, suitable references and must be willing to complete relevant safeguarding training.

