



VACANCY

Clerical Assistant

Grade 1

27.5 Term Time plus 5 days

Salary: **£11,877.32**

January 2020

Our Local Academy Council (LAC) are seeking to appoint an enthusiastic and proactive Clerical Assistant. To work under the direction and instruction of line manager & senior staff to provide general clerical, administrative and financial support to the school.

St Edwards CE Academy, Cheddleton (SEAC) is:

A place where self-esteem and confidence are nurtured for all through Christian values; where there is always an emphasis on high expectations and standards in all that we do.

We are looking for someone:

- Who has the skills and is committed to fulfilling their roles and responsibilities (see job specification for details).
- Who has and maintains high expectations of themselves and others
- Who works within all aspects of our policies and procedures
- Who is positive and passionate

We can offer you:

- A leadership team, LAC and staff that are committed to supporting each other
- A supportive working environment where everyone is valued
- A working environment and ethos that keeps children at the centre of all that we do

Applicants should submit a completed application form, monitoring form & PEAQ form by the closing date, these can be found on our St Edwards Cheddleton website under information, vacancies

This Academy 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. This position is subject to appropriate vetting procedures including a criminal records check from the Disclosure and Barring Service which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

- **Academy visit/walk around will be available on request (please book a visit through the office: 01538 714840)**
- **Closing date for applications: 9th December 2020 @ 12 noon**
- **Interviews will take place on Monday 14th / Tuesday 15th December**
- **Start date: January 2021**