



Ashleigh Primary School and Nursery

Sheffield Road

Wymondham NR18 0HL

01953 602410

office@ashleigh.norfolk.sch.uk

www.ashleighprimary.com

Headteacher: Mr. J McConnell

Advert for Clerical Assistant

- ❖ **Scale C**, £9.78-£9.98 per hour.
- ❖ 25 hours per week, term time plus one week from September 2022
- ❖ Monday to Friday 8:00am – 1:00pm (these hours are fixed).
- ❖ Permanent subject to successful induction period.

Are we looking for you? Are you enthusiastic, determined and motivated? Do you have high expectations of yourself and everyone you work with? Our school is an exciting and rewarding place to work.

The role is predominantly to provide administrative support to Ashleigh Nursery, as well as School Office receptionist duties.

Ashleigh Nursery support will include coordinating admissions and attendance registers, co-ordinating funding forms and updating the Early Years funding portal, and invoicing for additional sessions. Full training will be provided.

We are looking for someone who:

- ✓ Is highly organised, a confident administrator;
- ✓ Works with a high level of attention to detail;
- ✓ Has excellent IT skills, particularly Microsoft Word
- ✓ Preferably has experience of using Pupil Asset and Star Accounts (although training can be provided);
- ✓ Is a good communicator with excellent interpersonal skills;
- ✓ Can work independently, as well as being a good team player;
- ✓ Can respect confidentiality at all times;
- ✓ Can build professional relationships with parents and staff and caring relationships with children;
- ✓ Can follow and work within school policies and procedures;
- ✓ Is committed to upholding and supporting our school values and aims;
- ✓ Will go the extra mile to help improve the school for the benefit of all children who attend.

What can we offer you?

- A warm welcome into our friendly and supportive staff team;
- A spacious and well equipped work space within our purpose built and well-designed office;
- A commitment to continuing your professional development;
- A supportive Leadership Team and Governing Body.

Application forms can be downloaded from the link below and can be submitted by email to Mrs Clarke, the Office Manager, on office@ashleigh.norfolk.sch.uk or by post to the school address. Only completed application forms will be accepted.

Please note that an online recruitment check will be carried out for all shortlisted applicants.

Closing date: Friday 26th August

Interview: w/c 29th August

Tours of the school will be offered at interview.



Ashleigh Primary School and Nursery is committed to safeguarding and promoting the welfare of children and young people; it is expected all staff and volunteers will share this commitment. This post is subject to an enhanced DBS clearance and reference checks.

The successful applicant will also be required to complete a declaration form under the requirements of the Childcare (Disqualification) 2009 Regulations.