

Job Details

Job Title	Clerical Assistant Level 2
Job Number	50239669
Location	Walton Priory Middle School
Employer	Staffordshire County Council
Contract Type	Part time
Working Pattern	Term time
Hours	12.5 hours per week
Closing date for Applications	24th February 2012
Salary	Grade 03, Scale point 10 – 13 £13,874 – 15,444 pro rata per annum

This position is part time/term time only.
Monday to Thursday 12 noon to 2.00 p.m.
Friday 12 noon to 4.30 p.m.

The Governors of Walton Priory Middle School welcome applications for the above post.

We are looking for a smart, friendly, articulate person with good interpersonal communication skills to work in the school reception office.

Duties will include reception/clerical/administrative support to the school including answering the telephone and face to face enquiries, assisting with pupil welfare including basic first aid.

The successful candidate will have a motivated and flexible approach, be able to work under pressure, on own initiative or as part of a team and be willing to work additional hours if required.

The successful candidate will be required to maintain professional development in accordance with the safeguarding policy requirements and contribute to the overall ethos/work/aims of the school.

The governing body is committed to safer recruitment and therefore any appointment will be subject to an enhanced CRB check.

Please note that Walton Priory will be closed between 10th February and 20th February 2012.