

Job Vacancy – Clerical Assistant



Blythe Bridge High School & Sixth Form
Cheadle Road
Blythe Bridge
Staffordshire
ST13 7EX

Clerical Assistant

Permanent, part time, term time only 6 INSET days

33.5 hours per week working Monday, Tuesday, Thursday and Friday 08:30 – 15:30 and Wednesday 08:30 - 16:30

Salary: Grade 3 (SCP 4) £23,114 per annum pro rata

Actual Salary: £18,173.08 per annum

John Taylor Multi Academy Trust (JTMAT) believes in the power of education to improve lives – and the world. As a partner academy in JTMAT, Blythe Bridge High School & Sixth Form are seeking to appoint a diligent, hardworking and professional Clerical Assistant to join our evolving organisation.

The successful candidate will be efficient and motivated and join our team of reception & clerical staff. They will work under the guidance and direction of senior staff to provide outstanding customer service and administrative support.

We are looking for a person to join us who will:

- Undertake daily reception duties, answering the telephone and face to face enquiries
- Assist with student welfare
- Liaise with parents, carers and staff
- Assist with any administrative aspects to support teaching and learning

If you have a passion for excellence and share our vision, we can offer you the opportunity to be part of a successful and progressive Trust, which is committed to ensuring learning is at the heart of all we do.

If you want to discuss this role, please contact Mrs N Mitton by emailing office@bb-hs.co.uk or telephoning 01782 392519. Completed application forms should be emailed to office@bb-hs.co.uk.

Only fully completed application forms will be submitted for shortlisting. CVs will not be accepted.

Closing date: Wednesday 15th May 2024 at 10am

Interview date: TBC

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview. Please review our Privacy Notice for Job Applicants for the lawful basis for processing and retention.

John Taylor MAT 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. Pre-employment checks include an enhanced disclosure and barring service check as a requirement of this post. Our Safeguarding Policy is available on our website, and we encourage applicants to review it before submitting your application. Please review our Recruitment Pack on the school website before submitting your application.