

Keepers Lane, Weaverham, Northwich, Cheshire CW8 3BY

**ACHIEVING EXCELLENCE TOGETHER**

**VACANCY**

**CLERICAL OFFICER Grade 4** (AAAD5065) - **£19,346 - £19,998**

**37 hours per week Term Time Only**

**Permanent Contract**

The Headteacher and Governors of our inclusive and successful school would like to appoint a Clerical Officer to join our office team. The suitable candidate will be a hardworking individual. Efficient, well organised and motivated, you must be able to work on your own initiative, but also as part of the staff team. You must have excellent interpersonal skills and have a happy and friendly disposition in order to maintain the quality of service provided to both the children, staff, parents and our community.

Working hours: Monday – Friday 8.30am - 4.30pm

Responsibilities include:

* first point of contact for visitors
* dealing with face to face and telephone enquiries
* providing general clerical and administrative support
* the collection, recording and reconciliation of dinner monies
* providing hospitality to visitors
* managing the booking and monies for enrichment activities
* prepare and maintain accurate records including attendance monitoring

The successful applicant will have:

* excellent interpersonal communication skills (oral and written)
* confident computing skills including a good knowledge of the Microsoft Office Suite
* good time management skills
* the ability to cope with pressure
* the ability to relate well to children, staff, parents and visitors to the school
* excellent organisational skills and accurate recording skills
* high level of professionalism
* ability to maintain confidentiality at all times

Experience of working in a school and knowledge of SIMs and Best 4 Business would be advantageous but not essential. Training can be given so we will be looking for a willingness and aptitude to learn.

**Closing date**: Noon 1 December 2023

***St. Bede’s Catholic Primary School is committed to safeguarding and promoting the welfare of children. All posts are subject to rigorous vetting procedures including an enhanced Disclosure and Barring Service check (DBS) in accordance with Safeguarding Children and Safer Recruitment in Education legislation.***

Visits to the school are warmly welcomed – please telephone the school for an appointment.

*To apply please complete the application form available on the school website* *www.st-bedes.cheshire.sch.uk* [Website Vacancy](http://www.st-bedes.cheshire.sch.uk/page/vacancies/39990)

*or contact the school office during term time:* ***01606 852149***

*Completed applications to be returned to:* ***head@st-bedes.cheshire.sch.uk***

*Start date:* ***by agreement and completed employment checks***

*Job Type:* ***Full time Term time only***