

All Saints Academy School

Clerical Assistant

Grade Details: Grade 2/3
Salary: £24,027 to £25,183 pro rata
Hours: 16 hours per week – Monday to Friday afternoons.
Working Weeks: 38 Weeks Plus 2 Inset days
Contract Type: Permanent
Start Date: 1st September 2025

We are looking for an individual who has:

- Experience of general clerical duties
- Experience of prioritising and managing tasks
- Effective organisational skills and ability to work on their own initiative, and with colleagues
- Strong communication and interpersonal skills
- Effective use of ICT and other specialist equipment/resources
- Maintain strong parental communications.

In return we can offer you:

- Enthusiastic children who enjoy learning
- Dedicated, friendly and experienced staff

If you would like more information about the school or post, please call or email our Office Manager, Donna Rimmington at d.rimmington@smat.org.uk

Completed applications should be e-mailed to d.rimmington@smat.org.uk with the subject heading of the email being the school's name and post title.

The closing date for all applications is: **12 noon on Monday 2nd June 2025.**

This post is covered by the Disqualification under the Childcare Act 2006 and 2018 regulations. The preferred candidate for this post will therefore be required to complete a self-disclosure form.

Please note for this post you will be required to undergo an enhanced Disclosure and Barring Service check.

In line with KCSIE 2024 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.

Personal e-mail addresses i.e. Hotmail; Gmail; even if from a former manager/employer are not acceptable. Applicants must provide a business e-mail address for referees.

St Mary's Academy Trust is committed to safeguarding and promoting the welfare of the children and young people and expects all staff / volunteers to share this commitment.

St Mary's Academy Trust welcomes applications from both genders and is committed to equal opportunities.

Any personal data collated will only be used for the purpose for which it is intended i.e the selection process and where required to carry out pre-employment checks, your data will be shared only with the recruitment panel, the data will be stored securely. If you are the successful candidate, your data will form part of your personal file. If you are unsuccessful your data will be retained and destroyed securely in 6 months.

