



LOVE ONE ANOTHER

SACRED HEART RC PRIMARY SCHOOL

WESTHOUGHTON



Senior Clerical Assistant

Grade C SP4 - £24,404 - £25,183 FTE per annum

Working hours – Full time/ Part time/ Job share

Please state on your application whether you would want full time or part time hours.

Permanent Post - Term time

Start Date: Tuesday 7th January 2025

The Governors are seeking to appoint a Senior Clerical Assistant to work in our busy school office. They will be joining an enthusiastic team to manage reception and provide general administrative support to the school.

As a Roman Catholic School our mission statement is central and paramount to our daily work and all candidates must be able to demonstrate their commitment to our school ethos.

Main Duties and Responsibilities

- Excellent literacy, numeracy.
- Competent user of office packages – word, excel, outlook etc.
- Experience of working in a busy office environment, school experience desired but not essential.
- Ability to multi task & to work as part of a team.
- Be hard working and able to use your own initiative.
- Undertake Reception duties, including answering the telephone and face-to-face enquiries.
- Assist with first aid.
- Contribute to the overall ethos, work and aims of the school.
- Assist with Parent enquiries of all natures
- Any other duties relevant to the post

Candidates will be expected to demonstrate a high level of flexibility towards their work.

Visits to the school are by appointment and can be arranged by contacting the School Business Manager on 01942 634681.

Application forms and further details are available on greater jobs www.greater.jobs or alternatively on our school website at <https://www.sacred-heart.bolton.sch.uk/vacancies/>

Please send your application form to jobs@sacred-heart.bolton.sch.uk

Closing Date & Shortlisting: Wednesday 4th December 2024

Interviews: Monday 9th December 2024 at 10:30am

Sacred Heart RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and two satisfactory references.

Inspire a generation...