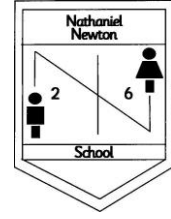


Nathaniel Newton Infant School

Victoria Road
Hartshill
Nuneaton
CV100LS



Clerical Assistant

Part Time 27.5hrs pw

Mon-Thurs 8.30-1.30 & Fri 8am-4.15pm

Term Time Only Permanent Post

Grade (E) Scale Point Range Salary FTE: £16,466.48

A pro-rata salary (27.5hrs pw) will apply of £12,238.60

Start date: 1st September

Closing date: **Monday 21st June 2021 at 12 noon**

Nathaniel Newton Infant School is a popular, oversubscribed school situated in the village of Hartshill in Nuneaton. We are a large three form infant school catering for children between the ages of 4-7. We currently have 270 pupils on roll.

We pride ourselves on being a nurturing and inclusive school and supporting children and their families during the first three years of their school career. Our school motto is 'Learning together to be the best we can'. We are very proud that we work hard to develop the whole child, which results in children leaving us who are educationally as well as socially ready to embark on the next stage of their education. Every adult who works in our school makes a significant contribution to achieving this.

We are looking to appoint an experienced Clerical Assistant to work alongside our Finance Assistant in the main school office to provide a welcoming reception and a smooth-running office. You will need to have a polite and professional manner as first point of contact for pupils, parents/carers, visitors, staff and other outside agencies.

This will be a busy and varied role and the successful applicant will have a positive and proactive approach demonstrating a high level of initiative, competence and confidentiality. You will need to have good communication skills along with excellent literacy and numeracy skills (GCSE or equivalent, Grade C or above).

The successful applicant will be involved in a range of administrative duties and the ability to use a variety of office-based packages is essential. Experience of administration in a school setting would be an advantage.

We are looking for someone with:

- GCSEs Grade A – C or equivalent in Maths and English
- Practical experience of working in an office environment
- The ability to communicate effectively with parents, pupils and staff
- Knowledge of school administration practices and procedures and a working knowledge of SIMS modules is an advantage
- Ability to use IT proficiently as part of a staff team

- Knowledge and awareness of the importance of confidentiality and data protection
- An understanding of the ethos of a school

Additional skills and experience:

- An understanding of safeguarding
- Willing to participate in training

We can offer you:

- A fun, hardworking and welcoming team who enjoy supporting each other
- Good support from senior leaders within the school
- Regular CPD
- A 24/7 employee assistance programme which provides counselling and support / advice on a wide array of areas
- Membership to the Local Government Pension Scheme

Safeguarding Statement:

Nathaniel Newton Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appointment is subject to:

An enhanced DBS and Barred List check.
Accurate disclosure of information on application form.
Satisfactory medical report, if applicable.
References that are satisfactory to the school.

How to apply

Please download the application form and use the person specification to complete your application. Send your completed application form to hawkins.a1@welearn365.com OR you may post it to the school address: Nathaniel Newton Infant School, Victoria Road, Hartshill, Nuneaton, Warwickshire, CV10 0LS. Please clearly mark your envelope: **'Confidential for the attention of Anita Hawkins, School Business Manager'**.

Visits to the school are welcomed and very much encouraged. To arrange a school visit, please either email Anita Hawkins on the email address above or contact her by telephoning the school office on 024 76392236

The closing date is Monday 21st June 2021 at 12 noon, late applications will not be considered.

Interviews will take place on Tuesday 29th June