



**St John's Primary Academy
Clerical Assistant Level 1
(Temporary for 3 terms in the first instance)
Required for September 2023
25 Hours per week
Grade 1 £11,994 actual, approximate**

St John's Primary Academy is located in Essington and attracts pupils from the village and surrounding districts in the Walsall and Wolverhampton area. It caters for pupils from the age of 2 to 11 and has a before and after school provision. At present there are 636 children on roll and numbers are expected to remain at this level moving forward.

Future Generation Trust is a growing Trust of primary phase academies in Staffordshire.

FGT aims to create a strong positive culture in all of its academies in which valuable life skills will be delivered. Quality teaching, built upon a foundation of care and support will lead to high levels of attainment, achievement and confidence, self-esteem and a love of learning.

Applications are invited from an enthusiastic, hard-working Clerical Assistant who can support in a busy school office environment. The successful candidate will also have excellent communication and interpersonal skills and have experience of working in a similar role.

Duties will include, but are not limited to, undertaking reception duties, answering routine telephone calls and face to face enquiries, undertaking routine administration and maintaining manual and computerised records/management information systems and respond to queries.

Further details and an application form are available below to download.

It is recommended that potential candidates arrange a visit to the academy. Appointments can be made by emailing laura.greenhouse@stjohnsprimary.academy either during or outside of school hours.

Completed applications should be emailed to Laura Greenhouse - laura.greenhouse@stjohnsprimary.academy.

Only candidates who are short-listed will be contacted by phone or e-mail.

Closing Date: 19th July 2023

Interviews: 24th July 2023

This Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to a "disclosure" check under the "Rehabilitation of Offenders Act 1974". Further details regarding this check and Staffordshire County Council's employment policy will be found within the application pack.

St John's Primary Academy is part of Future Generation Trust
In the future generation we trust!

This job involves working with children and is therefore subject to an advance disclosure check through the confidential process administered by the Disclosure & Barring Service. A conviction may not exclude candidates from the job, but it will be considered as part of the recruitment process. Should candidates be invited to interview, they must be willing to sign a self-declaration form to obtain information regarding staff disqualification, in line with the Childcare Act 2006.

Our academy is committed to safeguarding and promoting the welfare of all children and young people and expects staff to share this commitment.



We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age. Our multi-academy trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment.

St John's Primary Academy
Hobnock Road, Essington, Wolverhampton, WV11 2RF
Telephone: 01922 476695

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