

## **Deepcar Primary Partnership - Clerical Assistant**

Grade 3 Spinal Point 5 - 6 (£24790 - £25183) Pro Rata

Permanent Position

The Governing Body at Royd Nursery Infant and Deepcar St Johns CE Junior School are looking to appoint a Clerical Assistant to work at Deepcar St John's CE Junior School.

We are looking for an enthusiastic, skilled and passionate staff member to become part of our thriving, friendly schools.

Start Date 1<sup>st</sup> September 2025

The working hours are 20 hours per week for 39 weeks per year

Monday - Friday - 8am - 12pm

Duties and responsibilities

### **Organisation**

1. Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
2. Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc in accordance with the school policy on administering medicines
3. Assisting with arrangements for visits by school nurse, photographer etc.

### **Administration**

4. Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
5. Maintain manual and computerised records/management information systems
6. Undertake typing, word-processing and other IT based tasks
7. Sort and distribute mail
8. Undertake routine administration e.g. registers/school meals

### **Resources**

9. Operate office equipment e.g. photocopier, computer
10. Arrange orderly and secure storage of supplies
11. Undertake routine financial administration e.g. collect and record dinner money

## **RESPONSIBILITIES**

12. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

13. Be aware of and ensure equal opportunities for all
14. Contribute to the overall ethos/work/aims of the school
15. Appreciate and support the role of other professionals as appropriate
16. Attend and participate in relevant meetings as required
17. Participate in training and other learning activities and performance development as required

Any other duties and responsibilities appropriate to the grade and role.

All the above duties and responsibilities to be carried out in accordance with Sheffield City Councils Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

**You will need to -**

Have excellent communication and organisational skills.

Ideally have experience of administration systems in schools.

Be friendly and approachable.

The ability to multi task in busy environments.

Have an excellent work ethic.

Be hardworking and enthusiastic.

**We can offer you -**

A friendly welcoming staff team.

A strong emphasis on team work.

Staff with a vision of excellence for the future.

Very supportive parents and carers.

Visits to the school prior to applying for this post are strongly encouraged. Please contact the school office on 0114 2883878 to make an appointment.

Application:

Application packs are available electronically by emailing [enquiries@deepcar-st-johns.sheffield.sch.uk](mailto:enquiries@deepcar-st-johns.sheffield.sch.uk)

All completed applications should be returned by email to the above email address for the attention of **Miss L. Jones, Executive Headteacher**

Closing date: 4<sup>th</sup> July 2025 at 12 noon

Interviews: Monday 14<sup>th</sup> July 2025

References for shortlisted candidates will be requested before the interview.

Successful applicants will be required to undertake a DBS Enhanced Disclosure. The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

We may conduct online searches for shortlisted candidates prior to making our final decision. If any information obtained from the online searches raises concerns around someone's suitability for the role or to working with children then this may be raised with the candidate at interview and / or we may take advice from the local authority children's services.

Visas cannot be sponsored.