CLERICAL ASSISTANT REQUIRED ASAP  36½ HOURS PER WEEK (TERM TIME ONLY)

Wyndcliffe Primary School, Little Green Lane, Bordesley Green, Birmingham.  B9 5BG

Grade 2 Range £18065 - £19945 pro rata
(Pro rata salary is £15793 - £17436)
Hours of work: 8.00am – 4.00pm (4pm on Friday)

Wyndcliffe Primary School is looking to appoint a clerical assistant to join our admin team
The school is on a split-site, over 2 buildings in Little Green Lane and is part of Leigh Trust
which comprises Wyndcliffe, Alston and Leigh Primary Schools.

We are looking for an employee with admin experience, preferably within a school admin
team.

Main requirements/ responsibilities of the role:
• Reception and admin duties
• Excellent verbal and written English skills (these will be tested at interview)
• A positive attitude and effective communication skills
• The ability to work accurately to tight deadlines
• A commitment to ensuring confidentiality
• Ability to prioritise, multi-task and work as part of a team.
• Data entry, letter writing, and filing
• Manage collection of income using ParentPay and occasional cash collections

Informal visits are welcome and these can be booked by contacting Jacqui Fido by phone or
email.  Tel: 0121 464 4241 or mail jfidoe@wyndcliffe.bham.sch.uk

Application form, job description and person specification are available from our website
http://www.wyndcliffe.bham.sch.uk/vacancies/ Applications must include email addresses
for both referees please.

Wyndcliffe is committed to safeguarding and promoting the welfare of children and young
people and expects all employees and volunteers to share this commitment.

The successful applicant will require and enhanced disclosure from the Disclosure and
Barring Service may also be required.

Deadline:  Friday, 7th Feb 2020 @1.00 pm