

**Clerical Officer AAAD5008 – Permanent – 15 hours per week, term time only – Grade 3 - £22,366 - £23,116 pro-rata per annum (actual £7626 - £7881) – Witton Church Walk CE Aided Nursery & Primary School. To start September 2024**

Witton Church Walk CE Aided Nursery & Primary School is a happy, caring community where we strive to ensure every individual child accesses 'Everyday Excellence'. The Governors are seeking to appoint a highly committed and enthusiastic Clerical Officer as soon as possible to join our very busy school office that pride themselves on being a committed, hardworking and friendly team.

As the initial point of contact for families, visitors and telephone callers, you will need to have an excellent telephone manner, good communication skills and be able to deal with staff, parents, visitors and children in a very busy environment. Discretion, tact and confidentiality are essential. Good ICT skills and a sound knowledge of Microsoft Office are necessary and experience of working with SIMS and in a school environment would be advantageous.

Other duties include; front of house reception duties, general clerical duties, collection and recording of monies into school, organisation of educational visits, maintain pupil records, first response telephone calls home and maintenance of the school website and other social media applications.

**Hours of work:**

**Monday to Friday 12.30pm until 3.30pm**

The Governing Body and all at Witton Church Walk place the highest regard on safeguarding our children's wellbeing and safety. Therefore full safeguarding checks including and enhanced DBS check which will be carried out before a position is confirmed.

Please contact Mrs Foulkes, Bursar, on 01606 663610, should you require any further details. Application forms and further information is available to download on this site or on the school website [www.wittonchurchwalk.co.uk](http://www.wittonchurchwalk.co.uk) and returnable to [admin@wittonwalk.cheshire.sch.uk](mailto:admin@wittonwalk.cheshire.sch.uk). We will only accept Diocesan application forms.

Closing Date & Shortlisting: 9am 21<sup>st</sup> May 2024

Interview Date: Thursday 23<sup>rd</sup> May 2024