



Victorial Road Primary School (part of the Aspire Educational Trust)

CLERICAL OFFICER - ASPIRE 5008 - GRADE 3 - PERMANENT

Victoria Road Primary School Part of the Aspire Educational Trust wish to appoint an outstanding, highly motivated and efficient Clerical Officer for 19 hours per week, 38 weeks per year. You would be joining our busy team and to be part of the Aspire Educational Trust. In return we can offer you a welcoming and vibrant school with a friendly and hard-working team of Staff and Governors.

The hours do have some flexibility but would be ideally suited to 2.5 days a week; Monday and Wednesday 8-4pm and Friday 12-4.

Grade 3 (from April 2019) £17,711 to £18,426 (pro rata £7,612 to £7,919) per annum

You will have:

- a proven commitment to the safeguarding of all pupils
- a good level of competency within ICT
- a high level of accuracy and attention to detail
- knowledge of Word, Excel, PowerPoint, Outlook and Internet Explorer
- excellent interpersonal and organisational skills with the ability to work under pressure to meet tight deadlines

If you have the skills, energy and enthusiasm, we would be delighted to hear from you. The closing date is Friday, 12th April 2019 at 12 noon and shortlisting will take place the following week.

Interviews will be held on Friday, 10th May 2019. Please email the School Bursar, Mrs Amanda Rogers at bursar@victoriaroad.cheshire.sch.uk for a job description, person specification and application or download from our school website at www.victoriaroad.cheshire.sch.uk or www.aspireeducationaltrust.co.uk

PLEASE DO NOT APPLY ON-LINE FOR THIS VACANCY.

Applications to be returned to: Mrs Amanda Rogers, Victoria Road Primary School, Victoria Road, Northwich, Cheshire, CW9 5RE

The Aspire Educational Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The offer of employment is subject to satisfactory references, health, right to work in the UK, and an enhanced DBS check.