

Grade 2 Permanent Post to start September 2022
Clerical Assistant £18,887-£20,852 (pro-rata £16,463-£18,178)
36.5 hours per week – term time only
Yenton Primary School, Chester Road, Erdington, Birmingham B24 0ED,
Telephone 0121 464 6588
Email: enquiry@yentonprimary.co.uk

We are looking for someone with excellent inter-personal skills, the ability to provide a welcoming and professional first point of contact, with a flexible approach to providing a high-quality service.

The successful candidate will have the ability to work in a busy and varied environment whilst remaining calm, friendly, and respectful towards pupils, staff, parents/carers, and visitors. The post holder will be efficient, reliable, highly competent in using ICT packages and have the ability to work on their own initiative. Prior experience of working in office administration is essential. Experience of working in a school setting and a good knowledge of school systems such as Scholarpack and Parentpay are desirable.

Yenton School is committed to safeguarding and promoting the welfare of children and expect all staff and to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check (where applicable); Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

“This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role”

Closing date: Friday 1st July @ 1p.m.
Interviews w/c 04.07.2022

Application packs:

Can be downloaded from the school website: www.yenton.bham.sch.uk
Or Birmingham City Council website:
https://www.birmingham.gov.uk/directory/3/job_vacancies/category/202
Or please email the school office: enquiry@yentonprimary.co.uk