

# ECCLESALL

## PRIMARY SCHOOL

Job Application Pack  
Admin & Clerical Level 1 – Grade 3



Primary  
ECCLESALL  
School

MARCH 2026



PEAK EDGE  
ACADEMY TRUST

**Ecclesall Primary school**  
**High Storrs Road**  
**Sheffield**  
**S11 7LG**

**0114 2663137**

**[www.ecclesallprimary.co.uk](http://www.ecclesallprimary.co.uk)**

- **Job Title:** Admin & Clerical Level 1
- **Hours:** Permanent, Part Time, 15 hours per week – Thursday & Friday (08.15am – 4.15pm), 38 weeks per year (Term time only)
- **School Visiting Dates:** 3.30pm Wednesday 11th & 3.30pm Wednesday 18th March 2026
- **Closing date for applications:** 9am, Friday 20th March 2026
- **Interviews to take place:** Wednesday 25th March 2026
- **Employment Start Date:** Monday 13th April 2026 (or as soon as possible after)
- **Grade:** LGS: Grade 3
- **Scale Point:** LGS: 5 - 6
- **Salary:** Actual – £8,692 - £9,030 (£25,583 to £25,989 Pro rata)
- **Application Form:** <https://ecclesallprimary.co.uk/jobs/> or [Gov.uk/jobs website](https://www.gov.uk/jobs)

Ecclesall Primary School is a very friendly, happy and creative school. Our motto is “**Happy Children, Happy School, Learning together, Growing together**” and our three values of **Kindness, Positivity** and **Respect** are central to everything we do.

We have a very positive, inclusive ethos where all staff, children, parents and the local community work closely together.

From the very start of their time at Ecclesall Primary School children know that their happiness and well-being is our priority. We want our children to love their learning, to be excited, engaged and challenged and to lead their own learning through our broad and rich curriculum.

The Governors of Ecclesall Primary School wish to appoint an Admin/Clerical Assistant to join our passionate and dedicated staffing team and become part of our friendly school.

This is a varied role where you will provide high-level administrative and clerical support across the school, including financial administration, general office administration, and other business support duties.

On a day-to-day basis, your job is to ensure the smooth running of the school office. This will include a whole range of administrative tasks, as well as being the first point of contact for all parents/visitors to our school. Working closely with teaching and support staff, you will play a key role in ensuring our systems run efficiently, our visitors and parents receive excellent customer service, and our records are accurate and up to date.

The ideal candidate will have strong IT skills, experience in administration or finance (preferably in a school setting), and the ability to work independently as well as part of a team.

You will be confident in prioritising tasks, handling sensitive information with discretion, and building positive relationships with colleagues, students, and parents.

We are a welcoming, inclusive school, and it is important to us that we find the right person.

You will need to be committed to working with children, have a positive approach, and work well as part of a team. You will need to be flexible, resilient, and be able to form strong relationships with adults and children.

**We require an Admin Assistant who will:**

- be organised, proactive and hardworking.
- have a positive outlook.
- be an individual that can work within a busy and friendly school office team.
- have effective communication skills and the ability to work in partnership with all members of the school community and outside agencies.

**The successful candidate will:**

- Have a strong commitment to helping raise the achievement of all pupils by providing a welcoming environment for the pupils to learn.
- Possess experience in a clerical role and working in a busy school office environment
- Have the ability to work constructively as a team and maintain effective working relationships.
- Be proactive and have the ability to use their initiative, be well organised, and have the necessary skills to prioritise their own workload;
- Have knowledge of school practices, policies, and procedures;
- Have experience in preparing, maintaining, and monitoring records, including financial records and dealing with cash;
- Promote and maintain a culture of high expectations for self and others;

**In return, we can offer:**

- Happy, respectful children with a positive attitude towards their learning.
- An enthusiastic, supportive and friendly team of colleagues who are very welcoming and willing to share their expertise and learn from one another.
- A supportive Senior Leadership team and Governing body who put wellbeing at the heart of everything we do.
- A whole school community approach to developing positive relationships, confidence and self-belief supports our vision that every child's experience must be a happy one.
- We provide a nurturing and supportive environment where children feel safe, valued, and listened to and where individuality and successes are celebrated.
- A challenging and rewarding position, with a commitment to continued professional development and support.

If you thrive in a fast-paced environment, have a keen eye for detail, and are committed to supporting the ethos and aims of our school, we would love to hear from you.

Visits to the school prior to applying for this post are strongly encouraged.  
Please contact the school office on 0114 2663137 to make an appointment.

Please ring or email the school office on 0114 2663137  
[enquiries@ecclesall.sheffield.sch.uk](mailto:enquiries@ecclesall.sheffield.sch.uk) for more information.

Further details are included in the Job description and Person Specification. 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. The successful candidate will be required to complete a Disclosure and Barring Services (DBS) check in line with section 115 of the Police Act 1997. A 'prohibition from teaching' check will be completed for all applicants including other relevant employment check and an online search.

Please contact the school office via email [enquiries@ecclesall.sheffield.sch.uk](mailto:enquiries@ecclesall.sheffield.sch.uk) if you require any information.

Application forms and relevant documents are available from our website: [www.ecclesallprimary.co.uk/jobs](http://www.ecclesallprimary.co.uk/jobs).

Peak Edge Academy is committed to fairness and social justice and welcome applications from everyone. We value our diverse workforce and aim to work together to make the most of our differences. Under the Disability Confident Scheme, disabled applicants who meet the essential criteria of this job are guaranteed an interview.

Our Privacy Notice is available on our website. [www.ecclesallprimary.co.uk](http://www.ecclesallprimary.co.uk).

Please return your completed application form to the **School Business Manager, Raj Jahangir**, by email [enquiries@ecclesall.sheffield.sch.uk](mailto:enquiries@ecclesall.sheffield.sch.uk) or by post to **Ecclesall Primary School, High Storrs Road, Sheffield, S11 7LG**.



# JOB DESCRIPTION

**This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

<b>SCHOOL</b>	
<b>POST TITLE</b>	<b>ADMINISTRATION AND CLERICAL LEVEL 1</b>
<b>ROLE PROFILE</b>	<b>BS2</b>
<b>TOOLKIT JOB REF NUMBER</b>	<b>ToolkitJD-1a</b>
<b>GRADE</b>	<b>3 (inclusive of JWCs)</b>
<b>RESPONSIBLE TO</b>	<b>Line Manager as defined in staffing structure</b>
<b>RESPONSIBLE FOR</b>	<b>As defined in staffing structure</b>
<b>HOLIDAY AND SICKNESS COVER</b>	<b>As per Employment Terms and Conditions</b>
<b>PURPOSE OF JOB</b>	<b>UNDER THE DIRECTION/INSTRUCTION OF SENIOR STAFF: PROVIDE ROUTINE GENERAL CLERICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT TO THE SCHOOL.</b>
<b>RELEVANT QUALIFICATIONS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● <b>INDUCTION/BASIC SKILLS</b></li> <li>● <b>GOOD NUMERACY/LITERACY SKILLS</b></li> </ul>

## **JOB DESCRIPTION FOR POST OF:- ADMINISTRATION AND CLERICAL 1**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

**The postholder must at all times carry out his/her duties and responsibilities within the spirit of Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Boards of Schools.**

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **DUTIES**

##### **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 drugs
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 Peak Edge Policies (and/or Policies adopted by the School Governing Board), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

**JOB DESCRIPTION ISSUE DATE: MARCH 2026**

# Person Specification

## Administration and Clerical 1

The successful candidate will demonstrate the following:

<b>Skills and abilities</b>	<b>Essential</b>	<b>Desirable</b>
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓	
Ability to work independently and support the work of the team	✓	
Ability to be flexible and respond effectively to the 'unexpected'	✓	
Ability to communicate and interact effectively with adults, children and young people both inside school and those in the wider community	✓	
Awareness of sensitive information and the need for confidentiality	✓	
Ability to follow directions given by School Business Manager and Headteacher	✓	
Ability to demonstrate respect for students and parents/carers and be able to listen to their views	✓	
<b>Knowledge</b>		
To have working knowledge of school databases		✓
An understanding of health, safety and security issues in schools		✓
To have working knowledge of social communication media e.g Text, email, website	✓	
<b>Qualifications and experience</b>		
A-level qualifications		✓
Basic ICT certification to support word processing and spreadsheet skills		✓
Knowledge and experience in MIS system - SIMS		✓
Knowledge and experience in CPOMS		✓
NVQ Level II or equivalent qualification in Office Skills		✓
GCSE at level A – C in English and mathematics (or equivalent)	✓	
Experience, on a voluntary or paid basis, in an office or customer service environment		✓