**Clerical Assistant Level 3 - Apprentice**

**Salary: Grade 3 - £22,737 - £23,115 (Pay Award Pending)**

**Actual Salary: £19,818 - £20,148**

**Working Hours:    Monday to Friday – 37 hours - 39 weeks (38 weeks plus 1 so all 5 inset days)**

**Contract Type:   12 Month’s FTC**

**Start Date: September 2024**

St Andrews are looking for Clerical Assistant Apprentice to start with them in September 2024 based on a 12-month fixed term contract.

Please see main duties for this role:

* The successful candidate will have a calm and approachable manner and will be patient when communicating with staff, students and the wider school community.
* The successful candidate will be able to use their own initiative and problem solve with the support of the team when required.
* Support with the management of the school vehicle fleet.
* The successful candidate would ideally have previous experience of working within a school environment or be willing to undertake a period of induction during the summer term (this can be agreed at interview stage).
* The successful candidate will provide valuable support to the Office Manager, wider admin and senior leadership teams and the whole school community.

St Andrew’s is a day/residential special school for pupils with severe learning difficulties and ASD aged 11 -19 years.

Our Special settings cater for children and young people with a wide range of Special Educational Needs from children with profound medical needs and life limiting conditions, those with severe, moderate and sensory needs through to young people with social emotional and mental health needs that require support and understanding to help them to navigate their world.

Whether you are a teacher, a teaching assistant, a healthcare professional or work in facilities, admin or operations all of our Special Schools offer you the opportunity to work within an establishment that has a ‘family’ feel that puts the children, young people and their families at the heart of what they do.

All the pupils within our Special Schools have an individualised education and are educated in small classes and groups with enhanced support to ensure that all of their needs are met. There is nothing more rewarding than being part of a team that supports a child or young person with Special Educational Needs to reach their goals. You truly will make a difference to the life of a young person and their family.

**All candidates are required to provide a supporting statement on the formal application forms which states clearly your reasons for applying, skills and experience for this position.**

**Shaw Education Trust** are a thriving mix of diverse and growing schools including Primary, Secondary and Special Schools all working together to improve the lives of young people in our communities. We are sponsored by Shaw Trust a charity organisation that focuses on transforming lives. We’re a growing group of dynamically awesome academies providing education to children of all ages and abilities. Staff across our team of schools are dedicated to ensuring that every child has the opportunity to be successful, whatever their starting point in life.

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Please visit our Careers site for more information on St Andrew’s Academy [St Andrew's Academy (standrewsacademy.co.uk)](https://standrewsacademy.co.uk/)

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Or click the QR Code to see all vacancies with St Andrew’s Academy.

**Shaw Education Trust offer the following benefits with your Teaching or Support Staff employment:**

* An excellent Local Government Pension Scheme (Support Staff) / Teachers Pension (Teaching Staff)
* **Support Staff only** based on working **full time, all year** - Generous holiday entitlement from your first day of employment (**37 days holiday** **rising to 39 days** after 5 years’ service including Bank Holidays)
* Access to health and wellbeing support via Occupational Health
* Cycle to work scheme
* Access to our Institute of Education and fantastic opportunities to help you **grow, contribute** and **flourish** in your role and in the Trust.

We know **our people** are the key to our success and so we’re committed to ensuring the **employment experience** at **Shaw Education Trust** is a **rewarding** one.

**ST ANDREWS ACADEMY** is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, click here to review Safeguarding and Pupil Protection Policy <https://www.shaw-education.org.uk/our-trust/key-information>

This position is subject to appropriate vetting procedures including an online checks and criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

All shortlisted candidates will undergo an online search as part of Trust safer recruitment checks.

We are an Equal Opportunities employer and will ensure that all our recruitment and selection practices reflect this commitment.

**In accordance with our safer recruitment policy CV’s alone will not be accepted.**

**Application deadline: Wednesday, 24th April 2024 at 9am**

**Interview Date: TBC**

**We reserve the right to appoint before the closing date as we review applications on an on-going basis and interviews may be arranged as suitable candidates are identified, therefore, we encourage early applications.**

Successful candidates will be subject to a fully Enhanced DBS check along with other relevant employment checks.