Clerical Assistant

Term Time Only Plus INSETs
Grade 3 – SCP5
20.75 Hours a week.
Full-time equivalent £26,427 pro rata approximately £13,700.
8:30 – 12pm Monday -Thursday & 8:15 – 3:30 (0.5-hour lunchbreak) Friday
Required for an immediate start.
Closing Date: 1st December 2026, 9.00am
Interviews: Friday 4th December, 2026.

The Principal and Local Academy Council of **Tynsel Parkes CE Primary Academy, Uttoxeter**, are looking to appoint a friendly, enthusiastic and highly motivated **Clerical Assistant** to join our dedicated and hardworking team.

We are seeking someone who is approachable, adaptable and passionate about supporting the smooth day-to-day running of our school. As one of the first people visitors, parents and children will meet, you will play an important role in creating a warm and positive experience for everyone who comes through our doors.

Working hours:
Monday to Thursday: 8:30am - 12:00pm
Friday: 8:15am - 3:30pm
Term time only, plus INSET days

Tynsel Parkes is a Church of England Academy and part of the **Staffordshire University Academies Trust**. We are a thriving one-form entry first school with a nursery, at the heart of our community. Our motto, **"Loving and Learning Together,"** reflects our commitment to providing a happy, nurturing and inspiring environment where every member of our school family is valued and encouraged to flourish.

We are looking for someone who will:

- Be a welcoming ambassador for the school, providing a friendly first point of contact for parents, visitors and members of the community.
- Provide administrative, clerical and secretarial support
- Contribute positively to the ethos and values of the school, always putting the needs of our children at the heart of what they do.
- Have excellent communication, literacy and numeracy skills.
- Be confident using ICT and willing to learn and use a range of school systems.
- Build positive relationships with both children and adults.

- Enjoy working collaboratively as part of a team, understanding the importance of everyone's role within the school community.
- Be well organised, able to prioritise tasks and manage their workload effectively.
- Be proactive, enthusiastic and able to use their own initiative when needed.

In return, we can offer:

- A warm and welcoming Christian school where everyone is valued and supported.
- Friendly, happy and well-motivated children who are eager to learn.
- A caring, supportive and stimulating working environment.
- The opportunity to work alongside a dedicated, thoughtful and hardworking team.
- Excellent professional development and training opportunities.
- The chance to make a real difference to the lives of our children and families.

Our children deserve the very best, and if you feel you have the skills, enthusiasm and commitment to join our school family, we would be delighted to hear from you.

We actively encourage prospective applicants to visit our wonderful school and see first-hand the caring and vibrant environment we are so proud of. To arrange a visit, or if you would like to discuss the role further, please contact the school office on **01889 221290**.

We look forward to meeting you. To apply for this position please complete the application form, and recruitment and monitoring form available on our website here. Please send completed applications for this position to office@tynselparkesacademy.co.uk

Tynsel Parkes is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records 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 as part of the recruitment process. This post is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates will be asked to complete a self-declaration of their criminal record and other relevant safeguarding information that may make them unsuitable to work with children.
It is an offence to apply for this position if you are barred from engaging in regulated activity.
A copy of the school's Safeguarding Policy can be viewed here

If we consider that you might be suitable for other roles in the future, we will keep your details so we can contact you about these other roles. If you do not want us to keep your details for this purpose, please e-mail office@suatrust.co.uk or let us know at any stage of the recruitment process. For more information, please read our SUAT Privacy Notice - Job Applicants.