



### **Staff Vacancy Details**

**Clerical Officer (Primary): 37 hours per week 08.00-15:55 term time only.**

**Pay: Grade 3, Actual salary £19,888 to £20,516**

**Start date: 22nd April 2025**

**Closing date for applications: Friday 28<sup>th</sup> March 2025 10 am**

**Location: Bunbury Aldersey CE Primary and Nursery School, School Lane, Bunbury, CW6 9NR**

**Applications via RCSAT application form only to be returned to: [resources@rcsat.cheshire.sch.uk](mailto:resources@rcsat.cheshire.sch.uk)**

**Resources Officer, RSCAT Head Office, C/o Bunbury Aldersey CE Primary School, School Lane, Bunbury, Cheshire, CW6 9NR.**

The Directors of the Rural Church School Academy Trust (RCSAT) are looking to appoint a confident, well-organised, experienced and motivated Clerical Officer to work in our busy school office for 37 hours a week. The set hours of work will be 8am to 3.55pm Monday to Friday.

The successful candidate will be the initial point of contact for visitors and will deal with enquiries from parents/carers, children and members of the public. Excellent interpersonal skills are required as well as administrative skills and an ability to use Microsoft Excel and Word. The successful candidate also needs good organisational skills and the ability to work under pressure. Experience of working in a school office with SIMS and other school's applications would be an advantage but is not essential as training can be provided. Job shares welcome.

The position is available to start on 22nd April 2025.

At Bunbury Aldersey CE Primary and Nursery School we inspire learning by providing a broad, rich and imaginative curriculum which allows children the freedom to develop their own creativity. There is a strong Christian ethos and solid links exist between the school, Church and the community

As a school, we take the safety of our children very seriously and so all candidates will be required to provide current references which will be called upon and checked. The successful candidate will be required to complete an enhanced DBS check before taking up the appointment.

Shortlisted candidates will be invited to school for interview on 31st March 2025.

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Clerical Officer - Primary School</b>
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### **BASIC JOB PURPOSE**

To provide general clerical support to the school.

	<b>MAIN RESPONSIBILITIES</b>
<b>1.</b>	Provide general clerical support for the school including word processing, photocopying, filing, collation of information, distribution of mail, etc. to ensure the efficient and timely provision of information.
<b>2.</b>	Deal with telephone and face to face enquiries to ensure that all calls/visitors are handled efficiently and effectively and good relations fostered. Ensuring all safeguarding checks are made on all visitors to the school.
<b>3.</b>	Carry out register checks, monitor attendance and produce attendance reports for Head of School. Liaise with the Local Authority Admissions Officer as the central point of contact for the school.
<b>4.</b>	Organise educational visits including booking venues, transport, collecting funds etc
<b>5.</b>	Undertake follow up activities to ensure outstanding monies are received for meals, trips, and other services
<b>6.</b>	Support teaching staff with photocopying and filing of materials and resources.
<b>7.</b>	Collect and count cash and cheques received e.g. dinner monies, donations etc. and maintain accurate records of all monies received to ensure that all monies are accounted for and correctly allocated.
<b>8.</b>	Maintain and update school files, manual and computer, including staff and pupil records to ensure that accurate information is stored securely and available for use by appropriate persons.
<b>9.</b>	Process orders for day to day requirements to ensure that supplies are maintained.
<b>10.</b>	Process and compile documentation for the development of individual pupil reports.
<b>11.</b>	Maintain up to date records for car Insurance documents for staff and parents who drive pupils or undertake training.
<b>12.</b>	Liaise with catering suppliers daily to ensure correct figures are reported each day so that the monthly invoice is accurate.
<b>13.</b>	Ensure staff absences and monthly overtime claims are recorded for the school in liaison with the Admin officer – resources.
<b>14.</b>	Liaise with caretaking staff on day to day maintenance and contractors for report emergency and essential repairs and maintenance.
<b>15.</b>	Manage admission arrangements for new pupils and in year transfers ensuring all paperwork and files are updated accordingly.
<b>16.</b>	Receive goods, ensure the delivery notes are filed with the purchase order and receipted on the financial monitoring system.
Notwithstanding the detail in this job description, in accordance with the MAT's Flexibility Policy the job holder will undertake such work as may be determined by the Principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

## JOB SPECIFICATION

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>English and maths GCSE Grade C or 4 and above.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>General office skills.</li> <li>Customer service skills.</li> <li>Demonstrate excellent communication skills both verbally and in writing.</li> <li>Good working knowledge of Microsoft Word and Excel.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of SIMS, MS Office 365, Schoolmoney or other parent payment software, School Spider for the Website</li> </ul>
Interpersonal	<ul style="list-style-type: none"> <li>Excellent interpersonal skills.</li> <li>Effective communicator at all levels.</li> <li>Able to work under pressure in a busy environment.</li> <li>Ability and commitment to work as part of a supportive and collaborative team.</li> <li>Ability to build effective and professional working relationships.</li> <li>Work on own initiative and skilled at prioritising in order to achieve day-to-day workload.</li> <li>Be accurate and efficient.</li> <li>Have an excellent eye for detail and be proactive.</li> <li>Have a calm, warm and caring approach.</li> <li>A sense of humour.</li> <li>Willingness to learn and undertake further training if required.</li> <li>Commitment to the ethos and life of the school.</li> </ul>	
Wellbeing	<ul style="list-style-type: none"> <li>Be able to demonstrate compassion and empathy with all children.</li> <li>Respect for young people and their needs.</li> <li>Committed to safeguarding and promoting the welfare of all children.</li> </ul>	<ul style="list-style-type: none"> <li>Attended Safeguarding training.</li> </ul>
Parent/Carers/Community	<ul style="list-style-type: none"> <li>Ability to communicate calmly and sympathetically with parents/carers.</li> <li>To be discreet and keep confidentialities.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of liaising with parents/carers and other agencies.</li> </ul>