

Recruitment Information for Applicants

Clerical Officer



Watercliffe Meadow

Our school is committed to safeguarding and promoting the welfare of children and young people expects all staff to share this commitment.

We will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our children.

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Clerical Officer Vacancy

37 hours per week, 39 week per year

£25,583 to £25,989 (pro rata)

An exciting opportunity has arisen to appoint a permanent Clerical Officer from January 2026 (or earlier if possible) in our successful, innovative and inclusive school. We are an OfSTED rated good school (June 2025) and have an excellent reputation for being highly inclusive. We have had a stable leadership team since opening, with many of our senior leaders being with us from the first day of opening.

We are looking for a flexible individual who will be excited about the prospect of joining an enthusiastic and committed team of people to work with happy, motivated children and families who want to learn at Watercliffe Meadow.

We need:

- A confident individual who wants to work in a fast-paced environment
- Someone who is happy to have variety in their responsibilities
- A team player who doesn't want two days to be the same

Please email Rachel Stone, our School Manager on rstone@watercliffe.sheffield.sch.uk for further details.

Visits to the school are warmly welcomed and encouraged, please email rstone@watercliffe.sheffield.sch.uk or telephone 0114 232 6603 to book at time.

If you are applying online from the Council website please download and complete the word version of the application form and return it to the school office email address as above. We request that applicants do not use the Sheffield City Council on-line application process.

We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone. Watercliffe Meadow is located within the Burngreave Ward of Sheffield. We support an inclusive culture and diversity for our staff and students. We are committed to encouraging further growth from diverse groups. We currently have an under representation from BAME. As such, we particularly welcome applicants from this group.

We welcome applications from everyone. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.

Watercliffe Meadow is committed to safeguarding and promoting the welfare and safety of all our children. We expect all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All shortlisted candidates will be asked to disclose any cautions or convictions prior to interview. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

In addition, an online search will also be conducted for all shortlisted candidates prior to interview. If appointed, the successful candidate will be required to complete various vetting checks, including an enhanced DBS criminal records check, a Children's Barred List check and a prohibition from teaching check. Please note that it is a criminal offence to apply for this post if you have been placed on the Children's Barred List. Before applying, candidates are asked to read the school's safeguarding policy, which is available at:

<https://www.watercliffemeadow.com/attachments/download.asp?file=278&type=pdf>

Closing Date: Monday 10th November 2025 9.00am

Shortlisting: Tuesday 11th November 2025

Interviews: Monday 17th November 2025



Dear Candidate,

Welcome to Watercliffe Meadow

Thank you for your interest in this role at our school. We are delighted that you are taking the time to find out more about the special place that Watercliffe Meadow is.

We firmly believe that choosing the right school for you is a very important decision to make and this is why, wherever possible, we always highly encourage potential candidates to visit us and take a tour before making the decision to apply.

We are an OfSTED good school (June 2025) and have an excellent reputation for being highly inclusive. We have had a stable leadership team since opening, with many of our senior leaders being with us from the first day of opening.

If you would like to learn more about us, please visit our website: www.watercliffemeadow.com

We look forward to receiving your application.

Kind regards



C. L. Bradley

Ian Read
Headteacher

Claire Bradley
Head of School

A place for learning



Headteacher: Ian Read Head of School: Claire Bradley Chair of Governors: Lee Hilton-Brammer
Boynton Road, Sheffield, S5 7HL t: 0114 2326603 e: office@watercliffe.sheffield.sch.uk watercliffemeadow.com

About Watercliffe Meadow



Watercliffe Meadow is an over-subscribed two form entry primary school with nursery, with 500 pupils on roll. Although we are a relatively large primary, many people refer to us as a big happy family.

Watercliffe Meadow opened in 2008, after the closure of Watermead and Busk Meadow infants and Shirecliffe Junior School. We have many long serving members of staff, with a third of them being with us from our first day of opening after having worked at the three schools that closed.

Our Headteacher is highly respected in Sheffield for his work with Learn Sheffield and the Local Authority and is supported by our Head of School, who has taught in Shirecliffe for over 29 years. They both were instrumental in the opening of Watercliffe Meadow.

We are very lucky to have a modern and well-resourced building with two MUGAs, a playing field/running track and two staff car parks. Unlike many schools, we have our own employed catering team.

We are proud to be a local authority maintained school with a supportive governing body.

Why work with us?

- A community that feels like a family
- Professional and personal support
- Excellent CPD progression opportunities
- A sense of belonging
- A Golden Week every term

Our Mission Statement



*Watercliffe Meadow is a happy, caring place for learning.
Everyone has the chance to explore, discover and
develop their unique qualities, skills, gifts and talents. We
feel good about who we are. Together, we can help to
make the world a better place.*



This is our 'mission statement'. Staff, children, parents and governors all worked together to create these simple statements that explain what we are about and what our vision and aims are for our learning community. Our children have even written a song about it!

We all know that the world is a fast and ever-changing place. What we want to do above all things is to prepare our children, not only to survive in the world of the 21st Century but also to find their place and to be able to flourish within it. To do this, we know that we must provide a stable and caring environment where learning is valued, and where children (and adults) have access to a wide range of exciting learning opportunities that will help them develop their knowledge, skills and attitudes so that everyone can become successful and content in life.

We want our children to become independent learners, to have the chance to discover and feel confident about their own uniqueness and also to be able to appreciate the wider world and the importance of working together to make things better. Our staff are dedicated to making this happen. We truly believe that, by working together, we can achieve the aims of our mission statement.

How to find us!

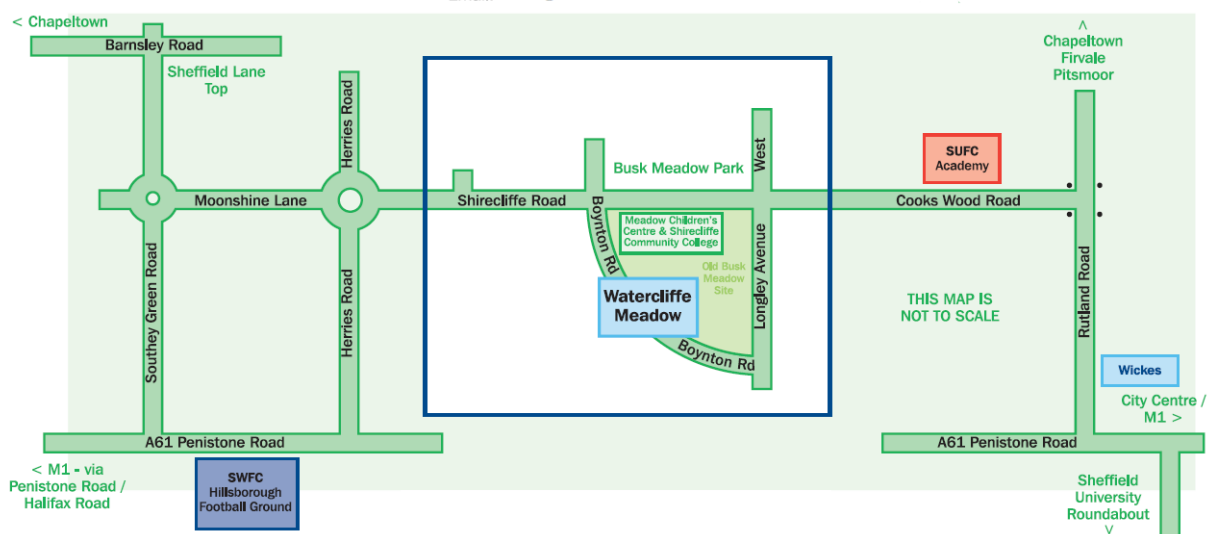


Watercliffe Meadow
Boynton Road, Sheffield, S5 7HL.
Telephone 0114 2326603

Email: office@watercliffe.sheffield.sch.uk

Directions...

We are at the end of Boynton Road which can be accessed either from Shirecliffe Road or Longley Avenue West. Our main car park is at the end of Boynton Road coming from the Shirecliffe Road entrance.





JOB DESCRIPTION

CHILDREN YOUNG PEOPLE & FAMILIES PORTFOLIO

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

SCHOOL

Watercliffe Meadow

POST TITLE

ADMINISTRATION AND CLERICAL LEVEL 1

ROLE PROFILE

BS2

TOOLKIT JOB REF NUMBER

ToolkitJD-1a

GRADE

3 (inclusive of JWCs)

RESPONSIBLE TO

School Manager

RESPONSIBLE FOR

As defined in staffing structure

HOLIDAY AND SICKNESS COVER

PURPOSE OF JOB

UNDER THE DIRECTION/INSTRUCTION OF SENIOR STAFF: PROVIDE ROUTINE GENERAL CLERICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT TO THE SCHOOL.

RELEVANT QUALIFICATIONS AND EXPERIENCE

- **INDUCTION/BASIC SKILLS**
- **GOOD NUMERACY/LITERACY SKILLS**

PERSON SPECIFICATION

POST: Clerical Officer

Essential Requirements	Indicative method of assessment
Qualifications - GCSE Maths and English or evidence of abilities at this level - First Aid (desirable)	Application Form Application Form
Experience - Reception - Clerical duties - Use of ICT - SIMS.net (desirable) - Attendance (desirable)	Application Form/Interview/References Application Form/Interview/References Application Form/Interview/References Application Form/Interview/References Application Form/Interview/References
Knowledge - Office methodologies (eg filing systems, correspondence, etc.) - Good standard of written English - Good standard of numeracy	Application Form/Interview/References Application Form/Interview/References Application Form/Interview/References
Skills/Abilities - Highly competent in the use of Microsoft Office - Excellent communication skills - Commitment to equal opportunities - Approachable, courteous and able to present a positive image of the school to callers / visitors - Flexible - Ability to work to deadlines - High level of accuracy and attention to detail - Excellent listening skills - Ability to work effectively and efficiently as part of a team	Application Form/Interview/References Application Form/Interview/References Application Form/Interview/References Application Form/Interview/References Application Form/Interview/References Application Form/Interview/References Application Form/Interview/References Application Form/Interview/References

The Appointment Process

1. The Application Form

Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CV's are not accepted.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present appointment is, which establishment you work in and who your employer is.

4. Previous Employment

When completing this section, it is important to that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regards to contact addresses including email and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take care to demonstrate how you meet the person specification included as part of these details.

Please limit your supporting statement to two sides of A4 in size 11 font.

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to interview stage. We would ask that all shortlisted applicants read the safeguarding information on our website prior to attending the interview.

8. The Interview

Shortlisted candidates invited to interview will be contacted as soon as possible after shortlisting has taken place.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for employment. It is hoped that this information will help you with future applications.

10. Completed Applications

Please return your completed application form wherever possible, by email to rstone@watercliffe.sheffield.sch.uk by the closing date.