

Brighouse High School

11-18 Comprehensive School

With Academy Status



General Office Clerical Assistant

37 hours per week – term time only

APT & C Scale 3 Point 14-17

Pay award pending

Required from September

A General Office Clerical Assistant is required to join the School's Main Office at Finkil Street. The main function of this post is to provide general administrative and clerical support within a busy school environment.

Duties will include maintaining student records and undertaking a range of administrative tasks to support school operations.

Applicants should have excellent communication and organisational skills, a working knowledge of Microsoft Office, and the ability to remain calm under pressure. Experience with Bromcom or staff cover systems would be an advantage, but training will be provided.

This is an excellent opportunity to contribute to the continued success of Brighouse High School. In March 2017 OFSTED recognised that we are a school which has high expectations and is uncompromising in working to meet the needs of individual pupils. Inspectors reported that "there is a strong sense of 'togetherness' across the school" and that pupils "feel part of a caring school community that is fully inclusive with a trusting ethos. Pupils feel valued as learners."

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure & Barring Service Check.

Please email vacancies@brighouse.calderdale.sch.uk for further details and an application pack. The information can also be downloaded from the school website: www.brighouse.calderdale.sch.uk

Closing date: Midday on Friday 25th July 2025

Finkil Street, Brighouse, West Yorkshire, HD6 2NY
The school is in an excellent location, only five minutes from Junction 25 of the M62, and easily accessible from Leeds and Manchester.