



BRIGHOUSE HIGH SCHOOL & SIXTH FORM COLLEGE

11-18 COMPREHENSIVE SCHOOL
WITH ACADEMY STATUS

Part Time Receptionist / Clerical Assistant

3 days per week (Monday, Tuesday and Wednesday) 8 – 4.30 – term time only
APT & C Scale 3 Point 5-6 (Actual £13,791.82 - £14,010.46) Pay award pending

Required from September

Brighouse High School and Sixth Form College is a successful, ambitious and inclusive school. We are proud of our place at the heart of the community and of our academic, sporting and pastoral successes.

Required from September, a receptionist / clerical assistant to work at the School's Main Office at Finkil Street. The main function of this post is to provide administrative support in the school office. Other duties will include liaising with teachers, students and parents, maintaining student records and general administrative tasks.

Applicants should have excellent communication skills, a working knowledge of Microsoft Office, including word processing and knowledge of Bromcom packages would be an advantage.

What we can offer you:

- An opportunity to work in a happy school with strong relationships
- Full support from a highly experienced and dedicated senior leadership team
- Induction and mentoring from a welcoming whole staff body
- A strong pastoral support framework and behaviour system to work within
- CPD and early careers support
- A range of colleague benefits including wellbeing and Employee Assistance programme, giving access to family healthcare, counselling and a range of other services

Our latest Ofsted inspection, in February 2022, recognised that, *'There is an acute awareness of what pupils need to support them...all pupils, including those with SEND, access an ambitious curriculum that stimulates their minds and promotes curiosity.'*

Inspectors also reported that *"there are clear and high expectations for behaviour that pupils know and understand. Staff apply the behaviour policy consistently"*.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are made subject to an enhanced DBS check before the appointment is confirmed. We are an equal opportunities employer.

Please email Zoe Jenkinson for further details and an application pack
z.jenkinson@brighouse.calderdale.sch.uk

The information can also be downloaded from the school website
<https://brighouse.calderdale.sch.uk/join-us/work-for-us/>

Closing date for all applications: Midday on 14th July 2025 Interviews: 17th July 2025

High School: Finkil Street, Brighouse, West Yorkshire HD6 2NY

Sixth Form College: Halifax Road, Brighouse, West Yorkshire HD6 1AY

The school is in an excellent location, only five minutes from Junction 25 of the M62 and easily accessible from Bradford, Leeds and Manchester.