

Brighouse High School

11-18 Comprehensive School
With Academy Status



Part Time Receptionist / Clerical Assistant

2 days per week (Thursday and Friday) – term time only

APT & C Scale 3 Point 5-6

(Actual Salary £8620 Scale 3.5 to £8756 Scale 3.6)

Required as soon as possible

Required as soon as possible, 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.

This is an excellent development opportunity to join the Brighouse High team. Our recent Ofsted inspection, in February 2022, recognised that *'There is an acute awareness of what pupils need to support them in their stage of learning or employment. This runs through the school from Year 7 to the sixth form. Leaders make sure all pupils, including those with SEND, access an ambitious curriculum that stimulates their minds and promotes curiosity...Positive relationships are a cornerstone of this school.'*

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 telephone Zoe Jenkinson, (01484 710408) for further details and an application pack or email z.jenkinson@brighouse.calderdale.sch.uk The information can also be downloaded from the school website www.brighouse.calderdale.sch.uk

Closing date: Midday on Friday 29th November 2024

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.