

School Clerk

Bridgewater Primary School
Bridgewater Street
Little Hulton
Salford
M38 9WD
Telephone: 0161 921 1191



Headteacher: Mrs E Henderson

Job title: School Clerk

Grade: 2B (SCP 8–12)

Required: As soon as possible

Hours: 36 hours per week, term time only plus 5 INSET days

We are seeking to appoint a friendly, organised and professional School Clerk to join the busy school office team at our two-form entry primary school.

The successful candidate will provide a range of administrative support to the Headteacher, Strategic Director of Business & Operations and staff, while providing a welcoming and helpful first point of contact for parents/carers, pupils and visitors, both in person and by telephone.

This is a varied role and we are looking for someone who is organised, reliable and accurate, with good communication skills and the ability to work effectively as part of a team. The successful candidate will be confident using everyday functions of Microsoft Word and Excel and willing to learn and use the school's administrative systems. They will be able to use their initiative and take a proactive approach to their work within a busy school office environment.

Previous experience of working in a school is desirable but not essential, as training will be provided on the school's systems and procedures.

For full details, please refer to the Job Description and Person Specification.

In return, we can offer a friendly, supportive and committed staff team, together with good opportunities for training and professional development.

Visits to the school are welcomed and encouraged. For further information about the position or to arrange a visit, please contact Mrs Hill on 0161 921 1191 or by email at office@bridgewaterprimaryschool.co.uk.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A DBS disclosure will be required