



St Peter's CE Primary Academy
Reservoir Road, Hednesford, Cannock, WS12 1BE

Headteacher: Mr W. Stevens

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www.stpeters-keys.com

Clerical Assistant Level 1

Salary band: G2 £20,812 per annum pro rata (subject to pay award and based on 37 hours per week, Full Time Equivalent)

Post details: 35 Hours per week/ Term Time only + INSET training days

Anticipated Working Hours 8.00am – 4.00pm (to include a one-hour break)

Anticipated start date: 8th January 2024 or sooner if available

As part of a planned expansion in the capacity of the academy's administration and clerical team, the school is seeking to appoint a happy, welcoming and organised individual to join our 'front of house' office team. The successful applicant will work alongside the existing clerical team, welcoming parents and pupils, directing enquiries (both in person, via telephone and through email) and helping with the essential organisation of the academy's daily business. This will include use of the academy's Management Information System (ScholarPack), our payment and booking system (School Money) and other internal systems for the collation, recording and reporting of pupil information. Previous clerical experience would be beneficial but is not essential. Training and supervision will be provided to the successful candidate as part of their induction process. Confidentiality and high levels of personal integrity are essential given the nature of the role in school, working closely with our children and their families. The successful candidate will have a commitment to effective team work, a solution-based approach to their work and, most importantly, a friendly approach to all they work with.

St Peter's is a happy and welcoming school. An inclusive ethos permeates the whole school environment.

Ofsted, December 2022

St. Peter's is a thriving and inclusive learning community of over 460 pupils, situated in Hednesford, Staffordshire and is part of Future Generation Trust. Our motto is 'Reach for the Sky' and pupils are placed at the forefront of every experience and decision in school. The Academy is a two-form entry school which provides exciting and inspirational learning for children aged from Rising 3s Nursery to Year 6. Our academy community is a happy, welcoming and nurturing place where each pupil is known individually, encouraged to thrive and developed into confident, caring and active citizens. Effective relationships are at the heart of all that we do at St. Peter's. Every child is encouraged to 'Reach for the Sky' in all they do, focusing on five key characteristics which will enable them to be successful in their learning and in their futures. These are: resilience in the face of challenge; excellence in all they do, ambition for their future selves; captivated by a love learning; happy, helpful and ready to contribute.

As an academy, we seek to enable all children to 'Reach for the Sky' and to strive to make every day their best, building on what has gone before to shape the future. The five key areas of our motto demonstrate the value the school places on the holistic child, not just on their academic achievements. It enshrines our view that every child is an individual with special talents, interests and needs. As an educational setting, it is our privilege to foster these, to develop trustful relationships that enable every child to flourish and to give each young person the very best start in life.

The school's motto, 'Reach for the Sky', captures leaders' ambition for pupils. This is realised through pupils' persistence, resilience and determination in their work. Pupils strive to do their best and are proud of their school. Ofsted, December 2022

Our Academy can provide you with:

- A bright, attractive and well-maintained school environment, situated on the edge of Hednesford Hills;
- A committed team of professional staff who work collaboratively and are dedicated to providing an excellent education for all our pupils;
- An opportunity to be a part of the exciting vision for the academy's future;
- A well-resourced school, with its own outdoor classroom, and excellent facilities for our pupils and staff;
- High-quality CPD and opportunities for professional growth, including through collaborative working with other academy staff in our Trust and their central team;
- The opportunity to work with our amazing pupils, who love learning and care deeply about their school, their friends and their teachers;
- A strong and thriving Christian foundation which strengthens every part of our Academy's work through close links with St. Peter's Church, Hednesford.

For more detail about our academy, please visit our website, our recent Ofsted report and our prospectus at:

www.stpeters-keys.com

Future Generation Trust (FGT) is a growing Trust of primary phase academies in Staffordshire.

FGT aims to create a strong positive culture in all of its academies in which valuable life skills will be delivered. Quality teaching, built upon a foundation of care and support will lead to high levels of attainment, achievement and confidence, self-esteem and a love of learning.

Dates:

The deadline for applications is 3pm on Friday 17th November.

All applications should be addressed to Mr Will Stevens, Headteacher and emailed to

headteacher@stpetersprimary.academy

Shortlisted candidates will be contacted by phone call & email. Interviews will be held shortly after the closing date for applications, depending on candidate availability.

St. Peter's CE Primary Academy is part of Future Generation Trust **In the future generation we trust!**

This job involves working with children and is therefore subject to an advance disclosure check through the confidential process administered by the Disclosure & Barring Service. A conviction may not exclude candidates from the job, but it will be considered as part of the recruitment process. Our academy is committed to safeguarding and promoting the welfare of all children and young people and expects staff to share this commitment.



☐ Resilience ☐ Excellence ☐ Ambition ☐ Captivated ☐ Happy