

Casual - Administration / Clerical Assistant

Hours of Post: 35 hours per week - 7 hours per day (30mins lunch)

Working Pattern: Monday to Friday 8:30am to 4:00pm (when required)

Contract Type: Casual, Term Time only (when required)

Salary: Scale 2, points 3 to 4 - £24,027 - £24,404 FTE (dependant on experience)

(salary will be pro rata to part time, term time hours)

Actual Salary: £17,357.48 to £17,629.83

Knowledge of Sims.net, google mail, word, Excel and other school applications, whilst not essential, would be desirable.

You will be a first point of contact in our school office for our visiting parents, staff and other visitors.

Above all, you must be conscientious and have the motivation and ability to work independently, prioritising your workload each day.

Hours of work will be Monday to Friday 8.30 am to 4.00 pm

For more information and an application form please email admin@st-bernadettes.stockport.sch.uk

Closing date Thursday 10th April 2025 9.00am

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant's appointment will be subject to satisfactory references, online checks and clearances by the DBS.