

Wellington School

11 – 18 School with Academy Status



Clerical Assistant Full Time/Full Year

36.25 hours per week, 8.30am - 4.30pm
Point 4 – 6 £18,426 - £19,171 per annum

Wellington School wish to appoint an experienced Clerical Assistant as soon as possible to join a dedicated team of staff in a busy school office. Applicants will require advance knowledge of Microsoft Office, have excellent keyboard skills and the ability to undertake administration support for 100 staff and over 1400 pupils.

You should be comfortable carrying out telephone and reception duties and responding to enquiries from parents, staff, governors and other visitors. The successful applicant will be an enthusiastic, versatile team member willing to respond to the challenging needs of this post.

For further details and an application pack, please see the School Website
www.wellington-school.co.uk or contact the School.

**Wellington School, Wellington Road, Timperley,
Altrincham, Cheshire, WA15 7RH**
Tel: 0161 928 4157 www.wellington-school.co.uk
Email: admin@wellington.trafford.sch.uk
Closing date: noon, Tuesday 14th April 2020

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).