

**St. Peter's C.E. Primary School
Birley Street
Newton-le-Willows
Merseyside
WA12 9UR**

Tel: 01744 678630

Email: stpeter@sthelens.org.uk

Required as soon as possible

CLERICAL OFFICER

27.5 hours per week, term time + 1 week

Monday to Friday 8.45 am to 2.45 pm

Salary Scale SCP 4

The Governors of St Peter's C.E. Primary School are seeking to appoint a clerical assistant to work in our busy school office.

The person appointed would be responsible for telephone and reception duties, word-processing, purchase orders and invoices. The person must be flexible, able to use their initiative and have excellent time management. A good level of ICT skills is essential.

The school, in return, can offer an opportunity to make a positive contribution to the life of the school and wider community and extensive training opportunities.

St Peter's C.E. Primary *School* is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

This school is committed to nurturing children and promoting Christian values.

Apply online from the St Helens Council website or request an application pack from Human Resources, St Helens Council.

**Please return applications, marked for the attention of Mr P Robinson,
Headteacher, St. Peter's C.E. Primary School, Birley Street, Newton-le-Willows
WA12 9UR**

Closing Date: 18 March 2024