

Head Teacher: Mr E Powe

Deputy Head Teacher: Miss C Allen



**School Lane, Staverton,
Trowbridge, BA14 6NZ**

Tel. No. 01225 782388

**Website:
www.staverton.wilts.sch.uk**

Administration Assistant and Clerk to Governors

We are looking to appoint an excellent Administration Assistant and Clerk to Governors to join our happy and welcoming school.

Staverton Church of England Primary School is a growing and vibrant school situated in a pleasant community on the edge of Trowbridge. We are looking for an Admin Assistant and Clerk to Governors who is:

- Friendly and approachable with a good sense of humour
- Organised and efficient and able to work fast in a busy office environment
- Happy to learn new skills and able to adapt quickly to changing situations
- Great at working with other people – including our pupils
- Confident with a range of computer software including MS Office and SIMs
- Committed to safeguarding and promotion of equal opportunities

We will consider applications for one or other post but our preference will be for one person to do both jobs.

Hours of work: Admin Officer: 12 hours a week 38 weeks/year consisting of 3 mornings a week 9- 1pm, (including Fridays), plus Clerk to Governors 3 hours a week (flexible), to include some evening work taking minutes at between 4 and 8 meetings per year.

Contract type: Permanent

Closing date (and time): 9.00am 7th December 2021

Interview date: Wednesday 15th December 2021

Commencement date: 4th January 2022 or as soon as possible after that date.

Additional information

Visits to the school are welcomed and encouraged. If you would like further information and an application pack please contact the school office on 01225 782388 or email finance@staverton.wilts.sch.uk.

Staverton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.