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**Receptionist/Clerical Assistant**

**Monday and Tuesday**

**8.30 am until 4.00 pm (14 hours)**

**Immediate Start**

**NJC Level 2A, SCP 3 -4 (£6,088 - £6,210)**

 **(£18,562 - £18,933 FTE)**

**Term time only + 5 training days**

Shefford Lower School is a thriving, friendly, values based school with over 500 children on roll. Our school offers a very well-resourced and vibrant learning environment for both children and staff to develop and achieve their potential.

We have a vacancy for a Receptionist/Clerical Assistant to work Mondays and Tuesdays in our busy school office. Main duties will include answering the phone, greeting visitors, sorting the post, caring for sick pupils, acting as the first point of contact with parents on a range of matters, receiving deliveries of stock and clerical tasks such as filing, laminating, photocopying, typing, sending messages via Parentmail.

Applicants should be cheerful and caring with the ability to cope with conflicting demands, deadlines and interruptions and able to work as part of a team. Education to GCSE level with English at Grade C (4) or above is essential, together with previous experience of clerical work, preferably in a school office.

***Closing Date:***  12th April 2021 at 9.00 am

***Interview Date:*** 15th April 2021

Interested applicants should complete an application form which is available on the school’s website: [www.sheffordlowerschool.co.uk](http://www.sheffordlowerschool.co.uk)

Visits to the school are welcomed before or after school hours– please contact Paula Hudson on 01462 629123.

*We operate within a framework for ethical leadership as a pathway school. Staff will be expected to embrace these principles which can be found on our website.*

*Shefford Lower School is committed to safeguarding children and all appointments are subject to enchanced Disclosure & Barring Service check.*