

Initio West

Comprising of:

Bridport Primary School

Burton Bradstock Primary School

St Mary's Primary School

The Sir John Colfox Academy

CLERICAL OFFICER

Required to work across the 4 Initio West Schools

Grade 3 (SCP3-4) £11.79-£11.98

35 hours a week, term time only (8.30am-4.00pm) plus INSET Days

Hours negotiable for the right candidate.

We are looking for an enthusiastic and cheerful person to join our support team in our school offices to provide high quality keyboard and clerical skills together with reception/telephone services within the school.

Ideally you will have:

- Previous clerical experience
- Keyboard skills
- A good telephone manner
- A good working knowledge of Microsoft Excel spreadsheets and Microsoft Word would be an advantage
- The ability to work effectively as part of a team
- An enjoyment of working with young people

About Us

Newly formed from a partnership between The Minerva Learning and Wimborne Academy Trusts, Initio Learning Trust comprises 17 schools across Dorset, with our head office based in Wimborne. We offer outstanding education through every stage of schooling, from nursery through to upper sixth form, and pride ourselves on offering genuine professional development opportunities for our support and teaching staff, enabling every person to thrive within their role.

Should you would like to discuss the role in more detail, please contact the Office Manager, Sarah Elliott selliott@initiolearning.org

CLOSING DATE FOR APPLICATIONS: Monday 27 November 2023

Interviews: Week beginning Monday 4 December 2023

Please download the Job Description and Person Specification for full details of this role.

In accordance with the "fluency duty" (Immigration Act 2016) fluency in English is required for all student and public-facing roles (refer to the Job Description & Person Specification for further details).

The Trust values the diversity of our workforce and welcomes applications from all sectors of the community.

Unfortunately, we are not always able to contact unsuccessful applicants individually. If you have not heard from us by 14 days after the closing date of this advert, please assume that your application has not been successful.

Initio Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.