



## **Woodhey High School**

### **Clerical Assistant (Pupil Services)**

**Salary:** SET Grade 3 points SCP 10 -13 £18,562 - £18, 933 FTE salary per annum, £15,236 - £15,541 pro rata salary per annum.

**Type:** Permanent, 35 hours per week, Term time only plus 5 days (39 weeks per year total)

**Location:** Woodhey High School, Bolton Road West, Ramsbottom, BL0 9QZ

**Start date: As soon as possible**

The pastoral care of our pupils is key to their welfare, their learning and to ensure that they are safeguarded. The Pupil Services Clerical Assistant will be the first face that pupils see when they come to Pupil Services, they will resolve the general day to day issues and refer on to other pastoral team members where appropriate. The Clerical Assistant is an important link in liaising with parents/carers, school staff, the local authority and other external agencies on pastoral matters.

Woodhey is a high achieving and inclusive 11-16 community comprehensive school. We are committed to providing a secure and caring learning environment for all our pupils and we ask our pupils to achieve, care and enjoy. Our aim is to develop highly-educated, well-rounded, considerate and confident young people who are willing and able to contribute to society. There are currently 1127 pupils on the school roll.

Woodhey is a school within the Shaw Education Trust. The Trust is led by an Executive Leadership Team steeped in school leadership and improvement experience: [www.shaw-education.org.uk](http://www.shaw-education.org.uk). They are committed to the continued professional development of all members of staff and the sustained successful performance of all its academies.

Woodhey High School is dedicated to the safeguarding and wellbeing of students; all staff must share this commitment. The successful candidate will be required to undergo appropriate screening including Enhanced DBS check.

Further details and application forms can be found under About Us/Job Vacancies the school website: <http://www.woodhey.bury.sch.uk> or the Shaw Education Trust Website: <http://www.shaw-education.org.uk/careers>.

Should you wish to apply, please return your completed application to [Souter.j@woodhey.bury.sch.uk](mailto:Souter.j@woodhey.bury.sch.uk)

**In line with our safer recruitment policy CV's will not be accepted.**

**Closing Date:** Thursday 21<sup>st</sup> October 12 noon

**Shortlisting:** Friday 22<sup>nd</sup> October

**Interview:** Monday 1<sup>st</sup> November 2021