



Elm Grove
PRIMARY SCHOOL

**Clerical Assistant required – as soon as possible
Grade 3, point 11 – 13 (depending on experience and skills)**

We are looking for a clerical assistant to work for approximately 20 hours per week (including lunch duty). The hours of work will be between 8.30am and 12.30pm, term time only. There may be the opportunity for the hours to be extended.

The purpose of the role will be to provide support in all aspects of office and school administration. More detail regarding the tasks are outlined in the job description.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. An enhanced DBS check is required.

If you feel you have the necessary skills for this position and would like further information, an application form and job description can be downloaded from the links provided at the bottom of this advert. Application forms should be emailed to office@elmgrovesfirst.w-sussex.sch.uk or posted to Elm Grove Primary School, Elm Grove, Worthing, West Sussex, BN11 5LQ.

Applications should be received by 12 noon on Friday 2nd October 2015.

Interviews will be held during the week beginning 5th October 2015.

If applicants have not been contacted by the end of the interview week then their application has not been successful.