



**SHOBNALL PRIMARY SCHOOL,
Shobnall Road, Burton on Trent. Staffs DE14 2BB**

Clerical Assistant (Finance / Data)

Permanent / full time /term time only

Salary: Grade 5: £19,171 - £20,344 per annum pro rata

Actual salary £16,202 - £17,193

John Taylor Multi Academy Trust (JTMAT) believes in the power of education to improve lives –and the world. As a partner academy in JTMAT, we are seeking to appoint an experienced, preferably in a school office, Clerical Assistant (Finance & Data) to join our evolving organisation.

Being an “Outstanding” OFSTED school the successful candidate will be a key member of a great team and will receive encouragement and support from all members of the school community.

Potential applicants are strongly encouraged to visit the school.

If you have a passion for excellence and share our vision, we can offer you the opportunity to be part of a successful and progressive Trust, which is committed to ensuring learning is at the heart of all we do.

This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced disclosure and barring service check is a requirement of this post. A copy of our Safeguarding Policy is available to view on our website.

Please note: CV's are not accepted. Only fully completed application forms are to be submitted for shortlisting.

Please review our Recruitment Pack on the school website before submitting your application to headteacher@shobnall.staffs.sch.uk

Closing date: 12 noon on 23 September 2019

Interview: 2 October 2019