



**St Wilfrid's Primary School**  
A Catholic Voluntary Academy  
Millhouses Lane  
Sheffield  
South Yorkshire, S7 2HE

**Tel:** 0114 236 5529

**Fax:** 0114 235 6520

**Email:** [enquiries@stwilfridssheffield.co.uk](mailto:enquiries@stwilfridssheffield.co.uk)

**Executive Headteacher:** Mr Andrew Truby

**Head of School:** Mrs Delia Evans

**Diocese of Hallam**

**St Wilfrid's Primary School**

*A Catholic Voluntary Academy*

**Telephone:** 0114 2365529 **Website:** [www.stwilfridssheffield.co.uk](http://www.stwilfridssheffield.co.uk)

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## **EXCITING OPPORTUNITY TO JOIN OUR WONDERFUL SCHOOL**

### **Admin/Finance Clerical Assistant**

Required for September 21 (Maternity cover for approx. 30 weeks)

Grade 3 Scale point 5-6      22.5 hours per week (8:30am – 1:00pm) Term time only

St Wilfrid's Primary School is set in the South-West of Sheffield, situated just three miles from both the city centre and the Peak District national park. The school is set in extensive grounds with large playing fields and woodland, which provides an excellent learning environment. Check out our website for more information about the school.

We are committed to safeguarding and protecting our children and young people at St Wilfrid's Primary School. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across St Wilfrid's Primary School. On joining you will be required to undergo continuous professional development to maintain safe working practice and to safeguard our children and young people.

#### **We will offer you:**

- An exciting opportunity to work in a school with a strong Catholic ethos.
- Wonderful children who enjoy learning at our school.
- Talented, supportive and innovative staff.

#### **The Governors require an outstanding admin assistant with the following skills/attributes:**

- Excellent planning, administration, finance and organisational skills, knowledge of FMS preferable.
- Self-motivated, organised and able to carry out a wide range of administrative and finance duties.
- Excellent interpersonal skills are an integral part of the role to facilitate the smooth running of the administrative and support function.
- Well organised and conscientious
- Great communication skills
- Respects confidentiality
- Is efficient, flexible and is methodical
- Able to communicate effectively with adults and children
- Reliable and punctual
- Able to use initiative
- Has a strong commitment to team work

We welcome applicants from all backgrounds and actively encourage applications from individuals under-represented in our sector, such as those from Black and Minority ethnic communities

**Closing date:** 25<sup>th</sup> June 21

**Interview date:** 29th June 21

To request further information please contact Alison Clack on 0114 236 5529, alternatively email [enquiries@stwilfridssheffield.co.uk](mailto:enquiries@stwilfridssheffield.co.uk)

A completed CES application form should be returned to [enquiries@stwilfridssheffield.co.uk](mailto:enquiries@stwilfridssheffield.co.uk)

**Successful applicants will be required to undertake a DBS Enhanced Disclosure.**

