



# The Edge Schools' Federation



**Brockton CE Primary School** is seeking to appoint enthusiastic and motivated people to join our committed and dedicated team. Start date as soon as possible, fixed term to 18.7.25 in the first instance.

**These two roles could be undertaken by the same person**

<p><b>Senior Clerical Assistant</b></p> <p><b>11.25 hours per week (term time only)</b> <b>Monday to Friday 8:45am to 11am</b></p> <p><b>Grade 4 (SCP 5)</b> <b>£12.85 per hour</b></p>	<p><b>Catering Assistant</b></p> <p><b>10 hours per week (term time only)</b> <b>Monday to Friday 11am to 1pm</b></p> <p><b>Grade 2 (SCP 3)</b> <b>£12.45 per hour</b></p>
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**These posts are suitable for job-share applications**

We are looking for an enthusiastic individual or individuals to join our team to provide routine clerical support in our school office and serve school meals every day to our pupils. We need people with good communication and inter-personal skills, who have the ability and flexibility to undertake these roles and are:

- Good team players willing to use initiative and work independently in a busy school environment
- Able to use a computer and provide routine general clerical, administrative and financial support to the school (for the clerical assistant role)
- Able to assist with the preparation and serving of school meals to our pupils (for the catering assistant role)

Find out more about Brockton and The Edge Schools' Federation on our website [www.edgeschoolsfederation.co.uk](http://www.edgeschoolsfederation.co.uk) .

For further information about these posts or an application form contact our school office by email [admin.brockton@taw.org.uk](mailto:admin.brockton@taw.org.uk) .

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The posts are subject to a satisfactory Disclosure Barring Service (DBS) Enhanced Disclosure Certificate.

**Closing date: Monday 3<sup>rd</sup> February at 12 noon**

**Interviews: Week commencing 3<sup>rd</sup> February**