

**CALDERDALE METROPOLITAN BOROUGH COUNCIL**

**St Andrew's CE (VA) Infant School**

Lightcliffe Road, Brighouse. HD6 2HH. Tel: 01484 714964



**Administrative Assistant**

**Permanent position. 20 hours per week (8.00am – 12 noon), term time only  
Scale 2 point 6-13**

The Federated Governing Board of St Andrew's CE (VA) Infant and Junior Schools is looking to appoint an Administrative Assistant to join our staff team at the Infant School.

**St Andrew's CE (VA) Infant School** is a warm and welcoming two-form entry Infant School with an excellent reputation. We are looking to appoint caring, enthusiastic individuals to join our supportive and friendly staff.

The post is permanent, subject to a probationary period.

The successful candidate will be:

- Dedicated, organised and enthusiastic with good attention to detail
- Able to provide an efficient and welcoming reception service in our busy school office
- Excellent administration and communication skills with the ability to prioritise
- Experience of dealing with money and confidential information
- Able to maintain and contribute to the ethos of the school
- Adaptable and enjoys a challenge!

*The school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS check from the Disclosure and Barring Service before the appointment is confirmed.*

Visits to the school are warmly welcomed; please contact the school to make an appointment. Application form and supporting documents can be downloaded from the CMBC or St Andrew's Infant websites and returning directly to the school email – or by requesting an application form from Julie Hall, School Business Manager

01484 714964 [admin@st-andrews-inf.calderdale.sch.uk](mailto:admin@st-andrews-inf.calderdale.sch.uk)

**Further details and application forms can be obtained from the school website.**

**Completed application forms should be returned to the school office or by email to: [admin@st-andrews-inf.calderdale.sch.uk](mailto:admin@st-andrews-inf.calderdale.sch.uk) by noon on Wednesday 22 February 2023.**

**We anticipate that interviews will be held w/c 27 February 2023.**