

Moor First School,
School Lane,
Biddulph Moor,
ST8 7HR.
Tel. 01782 512350
E-Mail: office@moor.staffs.sch.uk



Co-Headteachers: Mrs Susan Mayes and Mrs Victoria Atherton

‘Together we unlock potential and learn for life’

Vacancy

School Secretary

The Governors of this popular and successful village school wish to appoint a School Secretary who is experienced, hardworking, flexible and enthusiastic. You should have excellent communication skills to assist with a range of clerical/administrative duties including finance and HR. The right candidate should be enthusiastic, positive and self-motivated with a capacity for hard work. The post is for 32.5 hours per week term time only.

The successful applicant will provide administrative support and will be based in the reception area of the school. You will deal with a wide variety of tasks, from supporting pupils, parents and the community, promoting and safeguarding the welfare of the children; complying and assisting with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection compliance.

You will need to possess strong organisational and administrative skills together with excellent communication skills. The duties of the post are varied so the ability to prioritise workload, work under pressure and a high level of flexibility is required. Excellent IT skills will also be essential.

The successful candidate will be required to apply for a DBS check at an enhanced level. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory references and medical checks.

Start Date:	September 2023 following the interview
Salary:	£21,968.0 – Term Time Only – Pro Rota
Number of Hours:	32.5 per week
Scale:	Grade 5 (scale points 5 - 9)
Location:	Moor First School, School Lane, Biddulph Moor, ST8 7HR
Closing Date:	Monday 11 th September 2023 (12 o'clock)
Interviews:	Tuesday 19 th September 2023

"This Authority/school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment"
This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting www.crb.gov.uk

