**Attendance and Admissions Clerk**

**Bentley West Primary School part of Leigh Trust:**

**Monmouth Road, Bentley Walsall, WS2 0EQ**

# 36.5 Hours Per Week Term Time Only

# (8am-4pm for 3 days and 8:30am-4pm the other 2days

# Birmingham Council Grade 3 - SCP 9-22.

# £26,409-£32,654 FTE (Pro-Rata to Term Time)

# Required for as soon as possible

# We are looking to appoint an enthusiastic Attendance and Admissions Clerk to join our team at Bentley West Primary School. Based mainly in the school office you will have an important role in supporting the improvement of the pupil attendance in the school and ensuring a smooth admissions process.

# This is an excellent opportunity for a dedicated and committed individual who must possess accuracy of work and attention to detail. You will work under the Business Manager to ensure that recognised standards are met.

# We would like our newly appointed Attendance and Admissions Clerk to have responsibility for specific attendance and admissions tasks but also can be expected to assist the school office at busy times for example during morning registration.

# Please refer to the Job Description and Person Specification for further information on this role. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. We welcome all applications regardless of age, gender, ethnicity or religion,

# Qualifications

# ESSTENTIAL - GCSE Matsh and English qualifications are essential

# DESIRABLE - Previous school experience is desirable but training will be given.

# How to apply

# Please apply through ‘My New Term’

# Closing date Midnight on Monday 5th January 2025

# Only applications submitted on the support staff application form on ‘My New Term’ will be considered.

# This role is subject to satisfactory pre-employment checks in line with the current KCSIE.

# This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

# Bentley West Primary School is committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. Therefore, this position is subject to receipt of all relevant pre-employment checks and an enhanced DBS disclosure.

# Bentley West Primary School is an equal opportunities employer.

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