



Clerical Assistant
Hobart High School, Loddon

37 hours per week
Term time plus 1 week (39 weeks per year)
Scale C point 3 - £15,827

We are seeking to appoint an experienced Clerical Assistant at Hobart High School, Loddon, Norwich to work as part of the administrative team under the direction of CEO's PA, HR/Office Manager.

You should have experience of all aspects of administrative work including good ICT skills (including Microsoft Office). The ability to work on your own initiative as well as be part of our whole admin team is essential. You will need to be flexible in your work in terms of problem solving, prioritising and building good relationships with staff. You must be able to work under pressure and demonstrate confidentiality. Previous experience of working in a school would be desirable but not essential.

Your opportunity

By joining Hobart High School, you will become part of a staff dedicated to and passionate about securing the best possible outcomes for our young people. Training to support you in the role will be provided.

For more information and a full application pack including job description and person specification, please see our website www.hobart.org.uk or email office@hobart.org.uk to request a pack.

Closing date: 3.00pm on Friday 16 April 2021.

Interviews: week commencing 26 April 2021.

Clarion Academy Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.