Required from 5 June 2017 for 30 hours per week, term-time only. The successful applicant will be required to be the first point of contact for visitors to the school.

Duties will include:
- Responding to telephone queries
- Taking messages
- Greeting visitors
- Cash handling
- Managing incoming and outgoing post
- Word processing
- Record keeping
- Photocopying
- General clerical duties

We are looking for someone with the ability to work on their own initiative with minimum supervision. Excellent interpersonal and organisational skills are required, along with a high level of oral and written English. A flexible approach is essential in order to provide a high quality of service in a busy office. Computer literacy, previous clerical experience and RSA II Typing, are necessary. A working knowledge of SIMS would be an advantage.

This school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All appointments are subject to satisfactory references and clearances, including an enhanced DBS. Only email application forms will be accepted for this post.

Closing date: 17 March 2017, 12 noon.

Job description, person specification and application form are available on the school website – www.ourladys.bham.sch.uk