

Person Specification

Essential

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- Proven experience in a similar administrative role
- A good standard of education
- PC literate and the ability to learn new software
- Accurate typing skills
- Have a keen eye for detail and be able to recognise when something is amiss
- Be an effective and clear communicator in writing, face to face and over the telephone
- Be confidential, discreet and tactful at all times
- Show flexibility in the approach to work, dealing with the unexpected and problem solving
- Personally well organised, efficient, friendly, courteous and helpful in dealings with parents, pupils and staff
- Willingness to go the extra mile to ensure excellent customer service
- Effective multi-tasker, remaining calm under pressure
- Holds a D1 or PCV D1 driving licence and willing to drive a minibus

Desirable

- Has the knowledge to carry out small maintenance items on vehicles
- An understanding of the law regarding driving licences and the different categories of usage
- Has the ability to wash/clean buses when necessary

Additional Information

- This is an all year round, part time role (25 hours per week), supporting the Transport Manager.
- The hours worked will be 12:45pm - 5:45pm over 5 days, Monday to Friday. However, a flexible approach to working hours is essential for which time in lieu is provided.
- Holiday entitlement will be 30 days (pro rata) per year (1 September – 31 August), plus 8 bank holidays. You may be required to work any public holiday when the School is open, for which time off will be given. The School reserves the right to designate up to 5 days per holiday year in order to facilitate School closure
- Benefits include a free lunch-time meal, free membership of the Clayesmore Sports Centre, death in service benefits and a non-contributory pension scheme to which the school contributes 8% of salary

Date reviewed: July 2023

Reviewed by: Head of Compliance and Business Support / Head of HR

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.