



Samuel Allsopp
Primary & Nursery School

JOB APPLICATION PACK

Clerical Assistant

Starting Date: September 2026

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Dear Applicant,

Thank you for your interest in the post of Clerical Assistant at Samuel Allsopp Primary & Nursery School. We are seeking to appoint two motivated and professional Clerical Assistants to join our dedicated office team from September 2026 or ideally sooner where we can.

Our school has made significant progress over recent years and under its new name, vision and values is really moving forward at pace. The successful candidate will be an integral member of the school office team, playing a vital role in supporting the smooth day-to-day running of the school. They will provide a consistent and reliable presence, contributing to an organised and welcoming environment for pupils, staff, parents and visitors. The role requires strong interpersonal and organisational skills, with the ability to support colleagues effectively, communicate with professionalism and discretion, and contribute positively to the overall efficiency of the school. They will demonstrate a proactive approach to their work and take pride in maintaining high standards at all times and impeccable standards of confidentiality.

Our school is a very special place and an excellent environment to develop as a member of a dedicated and supportive team. Many previous staff members have developed their skills and progressed into a range of further roles, supported by the broad and varied experiences available within our school. Based across two sites, our school is a valued hub within the local community. Over the years, we have built strong relationships with parents and worked closely with a range of stakeholders to ensure the very best outcomes for our children. The school office plays a key role in this, acting as a welcoming first point of contact for families and visitors. Our children are happy, resilient and well-behaved. They appreciate the care and support provided by all staff and represent the school exceptionally well within the community, despite many coming from diverse and sometimes challenging backgrounds.

If you are looking for a rewarding and fulfilling opportunity where your contribution will make a real difference to the daily life of the school, then this role could be an excellent fit for you. Please note that our school is committed to safeguarding and promoting the welfare of children and young people. As part of this commitment, all applicants invited to interview will be required to bring two forms of identification, one of which must include photographic. Interviewees must also bring original documentation confirming the qualifications detailed within their application. Where originals cannot be provided, written confirmation from the awarding body must be obtained in advance. The successful applicants will be subject to an enhanced Disclosure and Barring Service (DBS) check and all relevant pre-employment checks.

Applications need to be sent by email to office@samuelallsopp.staffs.sch.uk by 12 noon on Thursday 2nd July 2026. Interviews will be held on Wednesday 15th July 2026.

We look forward to hearing from you.

Yours faithfully,



Mr L Smith
Headteacher



Samuel Allsopp

Primary & Nursery School

INFORMATION – June 2026

Our community

We are a two site, two form entry school with our Nursery and Reception to Year 2 classes plus the Speech and Language Centre based at our Lower Site and our Year 3 to Year 6 classes based at our Upper Site

We currently have around 370 pupils across our two sites and Speech & Language Centre. The majority of our families are from a minority ethnic community where over 90% of our pupils are bilingual or multilingual. More recently we have admitted a number of pupils with a variety of cultural and linguistic backgrounds including families from Eastern Europe. We are very proud of our children's cultural heritage and take every opportunity to promote and celebrate our diversity. Since September, we have had over 50 new arrival children from abroad, join our school and experience English schooling for the first time.

Accommodation

The Victoria Road site is housed in a Victorian building 152 years old containing a new purpose-built Early Years Centre for our Nursery children. The accommodation consists of spacious well-equipped classrooms as well as a hall, gym, library and our Speech and Language unit. The Speech and Language Centre is a County funded resource for 20 pupils with Developmental Language Disorder and/or Speech Sound Disorders who experience a wide range of difficulties with communication and any associated problems. The Centre functions as part of the school and as such staff and pupils participate in all aspects of school life.

The Upper Site which opened in September 2015 is based on Belvoir Road in Burton upon Trent and comprises of a fifty-year-old refurbished building with a large playing field. Currently Year 3, Year 4, Year 5 and Year 6 are based at this site.

Staffing

The school has recruited both experienced and newly qualified staff. We currently have 17 teaching staff and 21 support staff plus our pastoral team, administration, lunchtime, catering and premises teams. We have strong links with local schools, colleges and universities and welcome into school a number of students following a variety of courses.

The school attracts additional funding to support our pupils learning needs including EAL and Minority Achievement Funding as well as a delegated budget to support mainstream pupils with learning difficulties.

Classroom Organisation

Children are organised in classes of up to 30 pupils in Key Stage 1 and Key Stage 2 except for our Speech and Language Centre. Additional teaching assistant support is provided in every year group. Staff are firmly committed to a team approach to facilitate children's learning and we are constantly reviewing and developing school policies and practices. Class teachers and support staff have regular planning meetings to ensure all staff are deployed effectively to ensure maximum benefit to children's learning through a differentiated curriculum.

Curriculum Development

The staff are working hard to refocus the curriculum to improve our standards and we have embraced many new schemes and ideas e.g. Power Maths, Destination Reader & Little Wandle.

Leadership and Management

We have a supportive Leadership Team consisting of Headteacher, Mr Lee Smith, who joined our school in January 2022, a Deputy Headteacher and another existing Assistant Headteacher. Our Teachers and Teaching Assistants play an important role in all aspects of the school and work incredibly hard for our children.

Extra-Curricular Activities

Our pupils are involved in a range of activities including football, cricket, dance, netball and games clubs, and after school clubs. We receive support from external groups such as Burton Albion who support lunchtimes and after school sports clubs for our pupils.

Inclusion

We use a variety of approaches to support children and families who may be encountering difficulties including nurturing and mentoring. We have a rigorous approach to screening pupils who may be finding learning more difficult. Our Special Needs Co-ordinator meets regularly with class teachers and we have a strong team of staff who directly support the teaching of SEND pupils across the school.

We hope this information will have been helpful to you. Should you require any further information please do not hesitate to contact us on **01283 247420** and ask for **Mr Lee Smith**.

In the interests of promoting a Healthy School we operate a no smoking policy.

This 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.

Samuel Allsopp Primary & Nursery School		
Post Title	Grade	Start Date
Clerical Assistant Level 2	Grade 3	September 2026

Statement of Purpose

To work under the direction and instruction of senior staff to provide general clerical, administrative and financial support to the school.

- Support to Pupils
- Undertaking contact with parents.
- Assisting with the care and welfare of the children by providing comfort and support to children in distress;
- Maintaining a safe environment.
- Acting as qualified First Aider during the school day.
- Monitoring and maintaining adequate provision for first aid equipment and being responsible for the security of such items.

Administrative Support

- Support the monitoring and maintaining of pupil attendance, i.e., Daily absence calls and updating of attendance registers where appropriate.
- Completing claims forms in relation to dinner supervisors, additional hour claims for non-teaching staff and supply teachers claim forms.
- Liaising with infant and junior schools re intake/pupil transfer.
- Maintaining school and pupil records, including documentation of pupil admissions and attendance and related correspondence.
- Assisting in the preparation of resource materials and information booklets.
- Assisting in the completion of statistical information and returns (e.g. PLASC).
- Maintaining and processing administrative items connected with the nursery.
- Receipting and recording of monies due to school i.e., School Fund, trips and visits, fundraising and sponsor money using our electronic software.
- Assisting with the ordering of school supplies, stationery, materials and equipment.
- Scheduling appointments on behalf of senior staff
- Answering phone calls, taking messages to class teachers.
- Helping with photocopying and routine typing duties.
- Responsible for all dinner registers/monies and returning dinner trays to classrooms, and completing all necessary related paperwork.
- Assisting with bookings related to school trips e.g., transport and venues.

Support to School (this list is not exhaustive)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
 - Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 - Be aware of, support and ensure equal opportunities for all.
 - Contribute to the overall ethos/work/aims of the school.
 - Appreciate and support the role of other professionals.
 - Attend and participate in relevant meetings as required.
 - Participate in training and other learning activities and performance development as required.
 - Assist with pupil needs as appropriate during the school day.
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The content of this job description will be reviewed with the post holder on an annual basis in line with the school's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

PERSON SPECIFICATION

Attributes	Requirements	
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • NVQ Level 2 in Business Administration (or equivalent qualification) or relevant experience • Good standard of written and spoken English and functional numeracy 	<ul style="list-style-type: none"> • Willingness to undertake further professional development
Experience	<ul style="list-style-type: none"> • Experience of general clerical, administrative or financial work in an office environment • Experience of working in a busy, customer-facing role (desirable in a school or similar setting) • Experience of maintaining accurate records and handling routine correspondence • Meeting concurrent deadlines and prioritising • Handling sensitive information 	<ul style="list-style-type: none"> • Working within an admin team • Working for executive leadership personnel
Knowledge and Skills	<ul style="list-style-type: none"> • Effective use of ICT systems including Microsoft Office (Word, Excel, email systems) • Ability to use office equipment and administrative systems effectively • Good keyboard and data entry skills with a high level of accuracy • Knowledge of administrative processes and procedures • Understanding of confidentiality, data protection and safeguarding requirements in a school environment • Ability to produce reports, maintain records and manage information systems • Understanding of customer service principles when working with parents, pupils and visitors 	<ul style="list-style-type: none"> • Good understanding and ability to use relevant equipment/technology. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills.
Personal Skills and attributes	<ul style="list-style-type: none"> • Strong organisational skills with the ability to prioritise workload and meet deadlines • Methodical, accurate and attentive to detail • Ability to work independently and as part of a team • Excellent interpersonal and 	<ul style="list-style-type: none"> • Demonstrates the ability to work effectively as part of a team, contributing positively to shared goals. • Shows a willingness to support colleagues in managing their workload and improving overall

	<p>communication skills with both adults and children</p> <ul style="list-style-type: none"> • Friendly, professional and approachable manner • Ability to build and maintain positive relationships with stakeholders • Communicates with impeccable standards of spoken and written grammar • Flexible and adaptable to changing priorities in a busy school environment 	<p>team efficiency.</p> <ul style="list-style-type: none"> • Maintains an awareness of the wider needs and priorities of the school when carrying out duties. • Works collaboratively and flexibly to support the smooth running of the school environment.
Behavioural Competencies	<ul style="list-style-type: none"> • Customer-focused with a commitment to delivering a high-quality service • Professional, respectful and maintains confidentiality at all times • Takes responsibility and accountability. • Demonstrates initiative and a proactive “can-do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Takes responsibility for own work and contributes positively to the team • Communicates clearly and effectively • Open and adaptable to change and committed to continuous improvement 	<ul style="list-style-type: none"> • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Is committed to the provision and improvement of quality service • Acts with pace and urgency being energetic, enthusiastic and decisive. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.
Safeguarding Commitment	<ul style="list-style-type: none"> • Demonstrates a clear understanding of safeguarding and child protection responsibilities • Commitment to promoting the welfare of children and maintaining appropriate professional boundaries • Ability to respond appropriately to safeguarding concerns 	