Brannel School

****Clerical Support Assistant

**Closing date:** Monday 20th September 2021 at 9am

**Interviews:** Week commencing 20th September 2021

**Start Date:** As soon as possible

**Support Staff Salary Grade:** E

**Contract Term:** Permanent

**Hours per Week:** 24 Hours

**Working Weeks:** 38 weeks term time plus up to 3 days INSET plus 2.4 weeks (57.6 hours) during school holidays

We are seeking to appoint a courteous and reliable individual with excellent communication and organisational skills to work within the School’s Administration and Business Support team. The main purpose of the role is to provide a professional and confidential clerical and administrative service for the school and to act as the first point of contact with the general public. The successful candidate will need to be a confident communicator, with strong interpersonal skills and have an up-to-date working knowledge and experience of using Microsoft Office applications, including Microsoft Outlook, Word and Excel. This is a great opportunity in an interesting and varied role with much to offer.

Brannel School was completely redesigned and rebuilt in 2011 as a ‘School of the Future’ at a cost of over £17m. Our facilities are second to none, and are underpinned by integrated technology befitting a 21st century working and learning environment. Brannel School is a welcoming and exciting place in which to teach and to learn.

Brannel School offers 850 places to students aged 11-16. Situated in the heart of rural Cornwall’s China Clay communities, we are committed to uniting all of our stakeholders in delivering a shared goal of Brannel School as the learning centre of our community.

We will continue to build on our strong record of tackling inequality and reducing achievement gaps in order to nurture confident, independent learners who are active participants in the community. We firmly believe that the young people of China Clay are as talented as you will find anywhere:

* Where they have ability, we will nurture it and ensure it is realised.
* Where they have ambition, we will encourage it and provide the opportunities for it to grow.
* Where social issues have led young people to have low expectations of themselves, we will raise their self-esteem, increase their self-reliance and extend their aspirations.

At the heart of our vision is to create a truly outstanding school delivering the very best educational opportunities, nurture academic excellence and enhance ambition in all its students. We aim to inspire the next generation of professionals and entrepreneurs.

**The successful candidate will:**

* Have an acceptance of different attitudes and is comfortable with children and young people.
* Be self-motivated and able to work constructively, and within minimum supervision, as part of a team.
* Have the ability to work to deadlines and a methodical approach to working under pressure.
* Have a positive outlook, sense of humour and a patient and friendly approach.

**We will offer you:**

* An energising and supportive working environment with high expectations and standards.
* Students who are just beginning to make life goals; who are enthusiastic to look beyond the narrow confines of rural Cornwall.
* Colleagues who are reflective, committed professionals; who are motivated by challenge and willing to go the extra mile for our students to achieve the very best results.
* A unique opportunity to help build the school and the department.
* A well-resourced school with 21st century teaching and learning facilities.

Brannel School is part of Cornwall Education Learning Trust (CELT). This is an exciting time to join our thriving Trust, which is responsible for educating learners across four secondary schools, one junior school and nine primary schools.

**Brannel School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment will be subject to a successful Enhanced DBS clearance.**

If you wish to visit the school in advance of the application submission date please contact the school on **01726 822485**.