



Grange Academy

Halsey Road
Kempston
MK42 8AU

<https://grange.beds.sch.uk>



Clerical Assistant

16.5 hours per week Term Time + 3 Training Days

3 days per week (negotiable)

3BS points 7 – 11 £8,723.88 - £9,380.81 pa actual salary

Permanent contract

Grange Academy is a community special academy for pupils aged 5-16 with a wide range of ability levels and additional learning needs, including moderate learning difficulties and autism. The school is part of a local Multi Academy Trust of special schools, BILTT. We are looking to appoint highly motivated person to fulfil this role.

This post involves:

- The organisation and administration of the paperwork for Educational Health Care Plans
- General office work, administrative support and reception duties
- First Aid

You should have:

- GCSE level in English & Maths at Grades A*-C, 4 – 9 or equivalent
- Good organisational skills including excellent word processing and computer skills
- Be able to multi-task in a busy environment with deadlines and interruptions, whilst maintaining attention to detail and a calm pleasant manner
- Excellent communication skills with a high level of written and spoken English language

The core hours are 9.00 am to 3.00 pm over 3 days a week (negotiable)

Start date: 5th June 2023 (or sooner if possible)

Closing date: 9am Friday 31st March 2023

Interviews: W/c 17th April 2023

Membership of the Local Government Pension Scheme and other benefits are offered

To apply:

To obtain an application pack please visit: grange.recruitment@biltt.org or <https://biltt.org/job-vacancies>. CVs cannot be accepted.

The post is subject to satisfactory references, social media checks, enhanced DBS & health clearance and a 6-month probationary period. This post is exempt from The Rehabilitation of Offenders Act 1974. Visits to the school are welcomed and encouraged.

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment.