**Clerical Assistant/Receptionist**

 **Scale 2 (Point 3) £18,065**

**Permanent & Full Time (35 hours per week, 8.30am-4pm Monday-Friday)**

 **Required as soon as possible**

The Academy of St Francis of Assisi is an 11-16 Academy with Christian Values and environmental sustainability at its heart. Founded in 2005, it has grown to become an Academy renowned for its cultural diversity and its unique building design. The Academy is focused upon driving standards of achievement rapidly and this makes it a dynamic and exciting place to work. The Academy of St Francis of Assisi is committed to ensuring that every student makes the most of their potential. The Academy concentrates on providing the highest quality teaching, with bespoke CPD for all staff to support this, the best possible student support and the most appropriate and innovative curriculum.

Governors are seeking to appoint a well-qualified, experienced and highly motivated Clerical Assistant and Receptionist to be a welcoming and helpful point of contact for parents and to provide the highest quality administrative support to the Academy.

The Academy benefits from its membership of the All Saints Multi Academy Trust, a unique Joint Faith Multi Academy Trust in Liverpool. The Trust has a proven track record in ensuring staff reach their full potential and career aspirations through CPD and career progression opportunities.

**Closing date for applications: Sunday 13th October 2019**

**Interviews Date: W/C Monday 14th October 2019**

Application packs are available on the Academy website at [www.asfaonline.org](http://www.asfaonline.org/), and completed application forms should be forwarded to vacancies@asfaonline.org or by post to HR Department, The Academy of St Francis of Assisi, Gardners Drive, Liverpool, L6 7UR.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.

*The Academy of St Francis of Assisi is a member of the All Saints Multi Academy Trust. All Saints Multi Academy Trust is the operating name for The Liverpool Joint Catholic and Church of England Academies Trust. The Trust is an equal opportunities employer.*