



## JOB ADVERTISEMENT

<b>Post</b>	Clerical Assistant / Receptionist
<b>Location</b>	Townville Academy Poplar Avenue Castleford WF10 3QJ
<b>Grade</b>	Grade 3 scale points 3-4
<b>Salary</b>	Full Time Equivalent salary £24,027 - £24,404 Actual salary £12,533-£12,750
<b>Job Hours</b>	Part time – 22.5 hours per week 08:30am – 1pm Monday – Friday
<b>Start date</b>	January 2024
<b>Closing date</b>	Midday, Monday 16 <sup>th</sup> December 2024
<b>Working Pattern</b>	Term-time only plus 22.5 hours additional throughout the year, times to be agreed with Headteacher Monday to Friday
<b>Contract term</b>	Permanent

### The role

This is an exciting opportunity to join our warm, friendly and inclusive academy as a Clerical Assistant / Receptionist in our busy office. The successful candidate will work under the direction of the Senior Administrative Officer. Ideally, we are looking for someone with experience of working as a clerical assistant / receptionist in a school, but this is not essential. We are looking for someone who aligns with our values of care, empowerment and celebrating every child within our academy.

### The Person

You'll have excellent communication and organisational skills and be confident learning to use new systems. You will be able to demonstrate multi-tasking skills.

### Why Join us?

We are a busy but friendly school in the heart of the local community and are proud to be a part of Accomplish Multi Academy Trust which puts children at the heart of everything it does. Accomplish MAT recognise the importance of a happy, healthy, rewarded and well-motivated workforce and are fully committed to supporting your career and professional growth.

**Headteacher: Mrs C. Burden**

Poplar Avenue, Townville,  
Castleford, WF10 3QJ  
Telephone: 01977 554185  
Email: TBC  
Twitter: @Townville15

**ASPIRE • COLLABORATE • EXPLORE**

*'Together we learn – United we achieve'*



**Our Trust Values**

We **empower** each other to work hard and accomplish greatness.

We **celebrate uniqueness**.

We **care deeply** about each other.

**Our Trust Vision**

Our vision is to educate, empower and inspire generations of children through a network of outstanding schools that are recognised at a local, regional and national level as being the absolute benchmark in teaching and learning & for providing the best quality, creative & holistic education for all.

Please see the academy website for the application form and Job Description:

<https://townvilleinfants.org.uk/job-vacancies/>

We welcome anyone to get in touch if you have any questions.

Accomplish Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to an enhanced DBS check.

**Completed application forms should be emailed to:**

Mrs C Burden, Headteacher: [CBurden@townville.wakefield.sch.uk](mailto:CBurden@townville.wakefield.sch.uk)

Closing date: 12p.m. on Monday 16<sup>th</sup> December.

Interviews taking place on Thursday 19<sup>th</sup> December.

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