



## Abbey Court School

“We grow people”

**“An outstanding school” (Ofsted 2023)**

Due to Retirement we are currently looking for a...

### **CLERICAL OFFICER**

**Medway Scale, Grade D2**

**£17,413 to £19,572**

**(£23,114 - £25,979 FTE)**

**(37 hours per week, 38 weeks per year + 5 Inset Days)**

**Abbey Court School caters for pupils aged 3-19 with Severe Learning Difficulties, and is currently located on 2 Strood sites; Cliffe Road (Nursery, Primary & Secondary) and Rede Court Road (Further Education) and Larkin Farm. Working hours are 8am to 4pm or 9am to 5pm (Monday to Friday). As directed by the Office Manager. The appointee should be prepared to commit to working to a consistently high standard in a fast paced, supportive environment. This is an excellent opportunity for the successful candidate to gain experience and develop career progression.**

**We are looking for somebody with:**

- good level of education, with GCSE's Grade 4 or above in Maths and English**
- experience of using Microsoft Office (particularly Word and Excel and One drive)**
- Knowledge of school office work and SIMS database desirable**
- excellent organisational skills and attention to detail**

**This School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to an Enhanced DBS.**

**For an application pack, please email/telephone**

**Jo Dawson - Office Manager**

**Abbey Court School, Rede Court Road, Strood, Kent. ME2 3SP**

**Telephone: 01634 338220 Email: [office@abbeycourt.medway.sch.uk](mailto:office@abbeycourt.medway.sch.uk)**

***Please note CV's will not be accepted without a completed application form.***

**Closing date: 26/07/2024**

**Interviews will be held on Thursday 1<sup>st</sup> August 2024**