



School Clerk - Fixed Term - Term Time 21 hours per week 8.00am to 3.30pm Weds, Thurs and Fri for 39 weeks per year.

Abertillery Learning Community

NJC Grade 5 (£27,334 - £30,296 Pro rata)

Required to Start June/July 2024

Abertillery Learning Community is seeking to appoint a knowledgeable and experienced business administration professional to work within the Business Team initially based on Six Bells Campus.

Our ideal candidate will have enthusiasm, excellent administration and communication skills, applying great attention to detail. They will have the ability to organise and minute a range of high-level meetings, working with senior leaders, governors and wider stakeholders. They will be able to demonstrate creativity in their approach to the development of the role and have good levels of ICT and analytical skills alongside some financial administration experience. Experience of working with supply agencies and organising staff cover would be advantageous but is not essential as full training will be given.

They will be a role model to learners, colleagues and external stakeholders with a flexibility in approach to meet the demands of an evolving business support function with a strong focus on community engagement.

The candidate must be willing to work across the phases and be available to work outside of normal hours as required with relevant notice.

In return the post holder will work with a supportive team, they will develop experience of all aspects of school life and have access to continuing professional development opportunities.

To find out more about us please visit our website - www.abertillery3-16.co.uk or find us on social media @ALC3to16. We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are invited to interview, you will be asked to provide appropriate documents such as your full birth certificate/passport/work permit in accordance with the Asylum and Immigration Act 1996.

ALC is committed to the safeguarding and wellbeing of our learners and we fully comply with safer recruitment practice. Pre-employment checks will be



undertaken before any appointment is offered and all posts are subject to an enhanced clearance by the Disclosing and Barring Service.

Closing Date: 12pm on Tuesday 7th May 2024

Interviews to take place on Thursday 9th May 2024

Please return the completed application form via email to recruit@abertillery3-16.co.uk