



**St Peter's**

Church of England (Aided) Primary School  
Henfield

*Unlocking the potential in everyone*

**CLERICAL ASSISTANT VACANCY  
GRADE 4 / 32 HOURS PER WEEK  
PERMANENT/TERM-TIME**

Required as soon as possible, we are looking to employ an enthusiastic, experienced and efficient clerical assistant to join our busy school office team.

We are seeking someone who:

- Can provide excellent administration support
- Can work in a busy office environment
- Has great organisational skills and attention to detail
- Is able to multi-task and prioritise effectively
- Has excellent IT skills
- Holds good interpersonal skills
- Can care for children when injured or unwell
- Will provide a professional and warm welcome to any person visiting our school

We can offer:

- A friendly team of creative, innovative, dedicated colleagues
- Great facilities and working environment
- Professional development opportunities to enhance career aspirations
- Respect for you as an individual

St. Peter's is a popular, two form entry Church of England Primary school set in the village of Henfield. We currently have 380 pupils on roll with 14 classes. St. Peter's is the only primary school in the immediate locality and draws children from Henfield and the surrounding areas. We are regarded as an important part of this vibrant village and value the close links we have with St. Peter's Church and the local community.

If you would like to meet our Headteacher, Denise Maurice and our Office Manager, Alice Timmins and have a tour of the school then please contact Alice on 01273 492447 or via email: [office@stpetershenfield.org.uk](mailto:office@stpetershenfield.org.uk)

Application forms for the position are available through the West Sussex Service for Schools website and also our own website <https://stpetershenfield.org.uk/staff-vacancies/>

Closing date : Thursday 23<sup>rd</sup> May 2024, 3.15pm  
Shortlisting : Friday 24<sup>th</sup> May 2024  
Interview date : Tuesday 4<sup>th</sup> June 2024

*Please note that St. Peter's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS.*