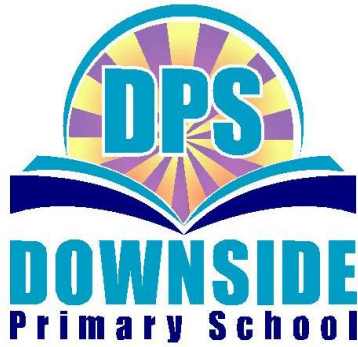




Downside Primary School

Chaul End Lane, Luton,
Bedfordshire LU4 8EZ

T: 01582 587160

E: dpsadmin@downside-primary.co.uk

W: www.downside-primary.co.uk

Headteacher: Miss Karen Hooker

4th September 2026

OFFICE CLERICAL ASSISTANT ROLE

Dear candidate

Thank you for showing an interest in the Clerical Assistant role in our school.

Downside Primary school is a large five form entry primary school, with over 1000 children on the school roll. The school office currently has two members of staff in it and we require a third person to support the team.

The role:

The front reception office has become a busy place, especially first thing in the morning and at the end of the school day. The successful candidate will be one of a team who will be the first point of contact with children, parents and visitors. We need a friendly, welcoming person who speaks good English in order to be able to deal with the wide range of enquiries.

Other tasks will involve supporting the Office team in the administration tasks of the school – opening post, writing letters, photocopying etc. Experience of working in a busy office would be an advantage.

In addition, the successful candidate will be trained in first aid and may, on occasions, need to deal with first aid issues.

The hours of work are from 8.30am – 4pm – 6.5 hours a day, excluding a one hour unpaid lunch hour.

If you are interested in this post, please complete the application form, ensuring that the supporting letter refers closely to the person specification.



The closing dates for the post is Monday 21st September @ 12 noon. Interviews will be scheduled following this date.

Please do not hesitate to contact Donna Stone, HR Manager, for more details.

Yours sincerely,

A handwritten signature in green ink, appearing to read "K. Hooker". The signature is written in a cursive style with a large initial "K" and a trailing flourish.