

Walmley Infant School  
Walmley Ash Road  
Sutton Coldfield  
B76 1JB  
Telephone: 0121 351 1355  
Website: [www.walmleyinfantschool.co.uk](http://www.walmleyinfantschool.co.uk)  
Email: [enquiry@walmleyinfant.org](mailto:enquiry@walmleyinfant.org)  
Head Teacher: Mrs H Murphy



### School Clerical Assistant

**Full time Salary: £24,796 - £26,824 Actual Salary £15,392 - £16,134**

**Term time only Hours per week - 25 across 5 days**

**Fixed Term Contract until the 31<sup>st</sup> December 2026 (possibility of becoming permanent)**

**Start date of 16th March 2026 – can be flexible for the right candidate**

**Walmley Infant School, Walmley Ash Road, Sutton Coldfield B76 1JB**

We are looking to appoint an enthusiastic Clerical Assistant to join our happy and supportive staff.

You must be prepared to become an integral part of our busy school, being responsible for the following:

- dealing with callers and visitors promptly and courteously.
- maintaining up to date attendance records to ensure the safeguarding of all our children
- monitoring and administrating online payments
- general office duties.
- you will also contribute to and attend briefings, staff meetings and professional learning.

The successful candidate must have a good standard of education.

You should have excellent interpersonal skills, communicate effectively with children, parents and colleagues.

Walmley Infant School is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful candidate will be subject to necessary pre-employment checks, including: an enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

Please find the application form, person specification and job description on mynewterm.

**Closing Date: 24th February 2026 at 9am**

**Interviews – 3rd March 2026**

