



September 2026

Dear Applicant,

An opportunity has arisen to join our admin team as a Clerical Assistant/Receptionist, based at Churnet View Middle School.

**Vacancy - Clerical Assistant Receptionist**

**Salary:** Grade 1 SCP3 £13.28 per hour, FTE Annual Salary £25,614 pa

**Actual Salary:** £ 22,242 pa

**Hours:** 37 hours per week

**Contract type:** Permanent, term time only plus six inset days.

**Reporting to:** Office Manager

At Talentum Learning Trust, we pride ourselves on collaboration and continuous improvement. Our schools work closely together, sharing expertise and innovative practices to deliver high-quality, inclusive education that prepares pupils for a successful future. Join us and become part of a supportive team passionate about making a positive impact in the lives of young people.

A vacancy has arisen for a Clerical Assistant Receptionist to join our team at Churnet View Middle School, with immediate effect. This is an exciting opportunity to join a friendly and highly supportive team. We have a strong commitment to raising levels of attainment through a creative approach to the curriculum. We can offer a dedicated, friendly and hardworking team of staff and governors. As a school we place an emphasis on an enriched curriculum through extra-curricular clubs, first-hand experience and exciting events each term.

Applicants will be required to have some clerical experience but on the job training will be provided. There are good prospects for the right candidate as the school has an excellent track record of progressing those staff who demonstrate a commitment to the school and our pupils.

Working closely and under the guidance of senior staff you will be given the training and support required to undertake a broad range of tasks essential to the smooth running of school administrative and business

**Headteacher: Mr S D Fryer**

**Churnet View Leek Staffordshire ST13 6PU. Tel: 01538 384939**

**Email: [cvm.office@ttl.org.uk](mailto:cvm.office@ttl.org.uk) Website: [cvm.ttl.org.uk](http://cvm.ttl.org.uk)**

Churnet View Middle School is part of The Talentum Learning Trust. The Talentum Learning Trust Ltd is a charitable company limited by guarantee, registered in England and Wales. Company number: 9999238 Registered office address: The Talentum Learning Trust, Westwood College, Westwood Park, Leek, Staffordshire, ST13 8NP

functions. You will be part of the admin team and will attend all appropriate training and meetings. You will be required to operate IT based tasks with a high degree of accuracy. The role involves assisting with the marketing of the school and therefore a good understanding of social media is essential. A courteous and confident telephone manner is essential to communicate with all of our stakeholders.

You will also act as a role model for pupils and be a positive influence on their behaviour and performance at school. So, it's important that you demonstrate maturity and excellence in all you do. It is also be important to promote the ethos of the school at every opportunity.

•We can offer you;

- a friendly, supportive staff
- a positive and caring ethos
- eager and interesting children
- excellent professional and career development opportunities

In return the successful candidate will have;

#### Essential

- A good standard of English and Maths to at least GCSE Grade 5/C or equivalent
- An ability to relate well to children and adults
- Good organisation skills and a commitment to teamwork
- Excellent communication skills both verbally and written
- A willingness to undertake all duties reasonably requested in a manner consistent with the aims of Churnet View Middle School

#### Desirable:

- Experience in working in a related discipline
- Able to demonstrate a commitment to all areas of school life
- Enthusiastic, flexible and willing to contribute to extra- curricular activities

A supporting letter should be emailed for the attention of Mr S Fryer Head Teacher c/o [sburgess@ttl.org.uk](mailto:sburgess@ttl.org.uk) by the closing date **12 noon on Friday 23<sup>rd</sup> October 2026**. Interview dates to be arranged wc 26<sup>th</sup> October 2026.

Application forms can be downloaded from the school website [Churnet View Middle School - Vacancies](#)

A social media check will be conducted on successful applicants.

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**Talentum Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**We adopt a robust and rigorous safer recruitment process to deter and identify unsuitable applicants. All appointments are subject to thorough pre-employment checks, including satisfactory references, identity verification, qualification checks, and an Enhanced Disclosure and Barring Service (DBS) check.**

**This post is exempt from the Rehabilitation of Offenders Act 1974 (as amended), and applicants are required to disclose any relevant criminal history in line with statutory guidance.**

**In accordance with Keeping Children Safe in Education, an online search will be carried out on shortlisted candidates as part of our due diligence process. Talentum Learning Trust is an equal opportunities employer and welcomes applications from all suitably qualified candidates.**

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