

Woodhouse Academy
Woodhouse Lane
Biddulph
Stoke on Trent
ST8 7DR
Tel: 01782 973600

Part Time Attendance Clerical Officer/Receptionist

13 Hours per week over 2 days – Monday and Friday 8.30am-4pm

To start 1st September 2025

Term time + 5 days

Grade 4 – SCP5

£7,525 actual salary

The Governors wish to appoint an experienced, professional and organised individual to work in the school office to deliver an effective reception and administration service to the academy.

You will be required to understand and follow the school ethos, policy and procedures and be able to relate to a range of stakeholders. It is therefore essential that you have excellent organisation and prioritisation skills and are able to multi task.

Woodhouse Academy is committed to safeguarding and promoting the welfare of children and young/vulnerable adults and expects all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure & Barring Service (formerly CRB) which will require you to disclose all criminal convictions.

To apply for this post please download an application form from the academy website and send to recruitment@woodhouseacademy.staffs.sch.uk

Closing date: Wednesday 2nd July 2025

Interviews: Monday 7th July 2025