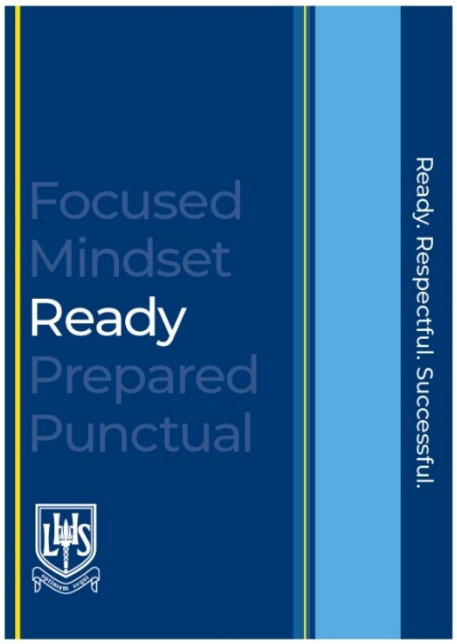
Recruitment pack for the post of:

Clerical Assistant (Permanent 41-week post)

Larbert High School

Web: www.larberthigh.com
Twitter: @LarbertHigh

Falkirk Council
Children's Services







"We are looking to appoint an **outstanding** and **energetic** teacher who will further bolster **success** for our young people – in and out of the classroom.

We are looking for an individual who will be **loyal** and **committed** to our school community and who will enjoy working in a **vibrant** environment. Your personal development is as important to us as you are to our pupils and we will help you **grow** as a professional.

If you think you have what it takes, then we would welcome your application."

Jo Wilson, Rector
May 2025



Take a look at what it's like to work in our school, here…

Advert –Clerical Assistant

Larbert High School
Grade C
Hours: 30
This is a 41-week post
Permanent
Post Reference: ES1291

Post: Clerical Assistant, Larbert High School

Falkirk Council is seeking to recruit a Clerical Assistant who is a highly skilled and committed to delivering the very best support service for staff and young people.

You will be part of a team that provides an efficient, professional and comprehensive administrative support service for a large secondary school.

Applications are invited from persons who have relevant and up to date experience of working in an office where IT is extensively used. Good organisational and communication skills, a flexible and efficient approach to work and an ability to work in a confidential manner are essential.

You will have a good standard of education in literacy and numeracy and be accurate, self-motivated with up to date IT skills. You will possess good keyboard skills and be proficient in the use of Microsoft Office, together with the ability to learn new skills as required.

A flexible working pattern is possible for the right candidate, although this post is not exclusively term time.

For an informal discussion please contact Sharon McLay, Resource Manager, Larbert High School on 01324 554233.

FALKIRK COUNCIL

JOB DESCRIPTION

Section A Job *Definition*

- Job Title Clerical Assistant
- Section Children's Services
- Service School Office
- Location Larbert High School
- Current Grade C
- Hours/week 30 (41 week)

Job Purpose

To work as part of a team to provide an efficient, professional and comprehensive clerical support service for a large Secondary School (2,045+ pupils) operating within a devolved framework.

Key Responsibilities

- Provision of clerical and word processing support to the Management Team and teaching staff
- Input of records to the School Administration database
- Production of statistical information
- Incoming & Outgoing Mail
- Filing
- Photocopying
- Telephone enquiries
- Reception Desk
- To maintain effective and well organised data retrieval and filing systems.
- To provide and carry out clerical duties required to support the work of the Secondary School.

Demands

The post involves working with pupils, members of the public, representatives of a wide range of educational and other agencies as well as both teaching and support staff.

It requires:

- Ability to work as part of a team
- Ability to prioritise own workload and achieve deadline
- Good interpersonal and communication skills
- Flexible & efficient approach
- Enthusiasm/initiative/commitment
- Positive commitment to Staff Development.
- High level of confidentiality and trust
- This job requires contact with vulnerable groups, therefore you will require to gain/maintain PVG Scheme membership

Communication and Contacts

The successful applicant will be responsible for communicating with:

- Senior Clerical Assistant
- Members of Senior Management Team
- Teaching Staff
- Support Staff
- Parents
- Pupils
- Other Falkirk Council Staff
- Other Agencies

Environment

The post holder will be based at Larbert High School.

About the School

Larbert High School is a six-year non-denominational school providing secondary education for around 2,054 pupils (in September 2023), the largest non-denominational secondary in Scotland. The associated primary schools are Airth, Carron, Carronshore, Kinnaird, Larbert Village, Ladeside and Stenhousemuir with whom there are excellent working relationships.

The school has a complement of around 145 FTE teaching staff and a highly dedicated team of over 30 support staff. Our Senior Leadership Team (SLT), led by our Rector (Jo Wilson), comprises 6 Depute Rectors (Andy Auld, Karen Cullen, Lorna Hurren, Sharon Leach, Derek Paterson and Martyn Shields), and a Resource Manager (Sharon McLay). The Deputes and Resource Manager all have a range of strategic, curricular and organisational duties in support of our core business of learning and teaching and personal support for pupils.

Larbert is a high-achieving, ambitious school – it is important to emphasise that this is because of the role that ALL members of staff play in the school, teaching and support. Exam results are at some of their highest ever levels and the number of pupils entering a positive destination is above both the Falkirk and Scottish averages (98.08%) – but we have our sights set firmly on further improvements. Our curriculum is dynamic and focussed on equipping our young people with the knowledge and skills they will need to succeed in the future – we offer everything from the usual SQA National Examinations and an ever-broadening range of other accreditations such as NPAs, Foundation Apprenticeships and HNCs.

Our improvement plan for Session 2023-2024 is formed around HGIOS4 and the National Improvement Framework around three pillars:

- a drive towards 100% positive destinations;
- a positive climate for learning through positive relationships and excellent learning and teaching;
- ensuring the best possible attainment for our young people.

We were last inspected by HMIe in January 2017 and we were evaluated as 'excellent' for Leadership of change and 'very good' for Learning, teaching and assessment; Raising attainment and achievement and for Ensuring wellbeing, equality and inclusion. Our report was the first Secondary report to be published with an 'excellent' under the increased expectations and framework of HGIOS4 – you can read the report here. You'll also note in the report that we have a strong focus on the professional development of our staff – we care about you as a leader. Working in a large, dynamic and energetic environment you will be afforded with opportunities that you may not find elsewhere – so we'll help you continue to develop as an excellent practitioner as well as focussing on your future potential and talents.

Perhaps the most important feature of Larbert is its general ethos and character, exemplified by the wider curricular and enrichment opportunities afforded to our pupils, with an emphasis on the development of the whole person. All staff are encouraged to consider what they can offer in relation to this. The relationships between staff and pupils, and between different groups of pupils, are excellent and we go to great lengths to ensure that the pastoral care and provision for social development is second-to-none.

As a member of our staff at Larbert you will be expected to exercise a style which reflects the school's aims and values, promotes a positive ethos of achievement, fosters strong links with parents and the wider community and develops the work of the school appropriately. You'll get a flavour of our ethos through this short film.

Further information about the school may be obtained from our website (www.larberthigh.com), our App (available for download from the Apple and Google stores) or from our active Twitter/X feed (@LarbertHigh). Please note that most of our Faculties also have their own Twitter feeds. Our Improvement Plan can be downloaded from our website here.