

## Role Profile – Clerical Assistant



**GRADE:** Scale 2

**RESPONSIBLE TO:** Office Manager

### Job Purpose

*To provide clerical services to support the daily running of the school.*

JOB DESCRIPTION	
Employee Name:	
Date:	
Job Title: Clerical Assistant	
Grade: 2	
Line Manager: Headteacher	
Performance Manager: Headteacher	
Hours:	
<b>1.0</b>	<b>JOB PURPOSE:</b>
	Responsibility to the Head Teacher for the provision of telephone, reception and clerical support to the school.
<b>2.0</b>	<b>DUTIES AND RESPONSIBILITIES:</b>
	Ensure frontline enquiries from staff, parents, visitors, trades people, etc. are dealt with promptly and efficiently
	Receive, sign in and manage/ direct, parents and other school visitors as appropriate in line with the Department of Education's 'Keeping children safe in education' and Ofsted's 'Safeguarding Children' Guidance.
	Taking telephone calls and delivering messages as appropriate
	Receiving and sorting incoming mail for delivery to appropriate staff
	Preparation and maintenance of files and pupil records
	Collection and counting of cash and the maintenance of appropriate records (where applicable)
	Providing clerical support to the school's administrative function
	To oversee the sale of uniform to parents.
	To manage the provision of Music Tuition.
	To organise School Swimming, trips and residential visits.
	To complete the administration of school dinners.
<b>To adhere to the ethos of the school</b>	
	To fully support the Church vision and aims of the school
	To set an example of personal integrity and professionalism
	Attendance at appropriate staff meetings and parents evenings
	Establishing and maintaining relationships with school staff and parents
	Any other duties as commensurate within the grade and nature of the post in order to ensure the smooth running of the school, as directed by the HT/ Office Manager.
<b>Performance Management</b>	
	To participate in appropriate professional development. Adhere to the principle of performance management and collect evidence to support the achievement of own objectives.
<b>Health &amp; Safety</b>	
	To be responsible for health and safety of self and others and adhere to the school health and safety policy and procedures.

**Review and Amendment**

- This job description is subject to annual review.
- It may be amended at the request of the Head Teacher or the employee, but only after full consultation with the post holder. It will be signed upon agreement.

***Job Description issued by the Headteacher***

Signed: \_\_\_\_\_ Headteacher Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Post Holder Date: \_\_\_\_\_