

November 2025

JOB DESCRIPTION

Job Title: Clerical Assistant Grade: GR A No of Posts: 1

1.0 JOB PURPOSE:

- 1.1 Responsibility to School Business Manager for the provision of full clerical and general non-teaching support to the school.

2.0 DUTIES AND RESPONSIBILITIES:

- 2.1 General administrative duties including photocopying, word processing and laminating
- 2.2 General typing and data entry
- 2.3 General non-teaching assistance including display work and clerical support to teachers
- 2.4 Telephone and reception duties
- 2.5 Preparation and maintenance of files and pupil records
- 2.6 Collection and counting of cash and the maintenance of appropriate records
- 2.7 Dealing with deliveries and enquiries from staff, parents, trades people, etc.
- 2.8 Preparation of returns and records
- 2.9 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.10 To ensure all tasks are carried out with due regard to Health and Safety
- 2.11 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.12 To adhere to the ethos of the school
 - 2.12.1 To promote the agreed vision and aims of the school
 - 2.12.2 To set an example of personal integrity and professionalism
 - 2.12.3 Attendance at appropriate staff meetings and parents evenings
- 2.12 Agree to undertake First Aid training and be part of our in house team of first aiders
- 2.13 Undertake Lunchtime Duty as and when required
- 2.14 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3.0

SUPERVISION RECEIVED:

- 4.1 Supervising Officer's Job Title: School Office Manager
- 4.2 LEVEL OF SUPERVISION
 - 1. Regularly supervised with work checked by supervisor
 - 2. Left to work within established guidelines subject to scrutiny by supervisor