School					
Job No.	Post Title	Grade	JE Pts	Date	
J1573	Clerical Assistant Level 1	Grade 1	272 NJC	April 2008	

## **Statement of Purpose**

To work under the direction and instruction of senior staff, to provide general clerical, administrative and financial support to the school.

# Support to Pupils, Parents and the Community

- Undertake reception duties, answer routine telephone and face to face enquiries and sign in visitors.
- Assist with pupil welfare duties; liaise with parents/staff etc.
- Assist with arrangements for visits from relevant external bodies, e.g. school nurse, photographer etc.

## **Support to Organisation**

- Provide routine clerical support, e.g. photocopying, filing, faxing, emailing and completing routine forms.
- Maintain manual and computerised records/management information systems and respond to queries.
- Undertake routine typing, word-processing on an ad hoc basis.
- Sort and distribute and record mail.
- Undertake routine administration, e.g. registers/school meals.
- Assist with arrangements for visits from County Council officers and external agencies, e.g. Social Services.
- Operate office equipment e.g. photocopier, computer.
- Arrange orderly and secure storage of supplies.
- Undertake routine financial administration e.g. collect and record dinner money.
- Basic first aid.

## **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

#### Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

# Person Specification Clerical Assistant Level 1

	Essential Criteria	Measured By
Exp	perience	
•	General clerical/administrative work.	AF/I
Qua	alifications/Training	
•	Good numeracy and literacy skills.	I
Kn	owledge/Skills	
•	Good understanding and ability to use relevant equipment/technology.	AF/I
•	Keyboard/ computer skills. Ability to work constructively as part of a team.	
•	Ability to relate well to children and to adults. Good organising and prioritising skills.	
Bel	navioural Attributes	
•	Customer focused.	
•	Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	
•	Open, honest and an active listener.	
•	Takes responsibility and accountability.	
•	Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.	AF/I
•	Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.	
•	Is committed to the provision and improvement of quality service provision.	
•	Is adaptable to change/embraces and welcomes change.	
•	Acts with pace and urgency being energetic, enthusiastic and decisive.	
•	Communicates effectively.	
•	Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	
	Application form	

AF - Application form I - Interview

## Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and
- Attitudes to use of authority and maintaining discipline.