

CHILDREN AND LIFELONG LEARNING – HR SERVICES

Clerical Assistant

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.

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.