



JOB DESCRIPTION

Job Title: Clerical Assistant Term Time Only – Maternity Cover
Salary: Grade 2
Hours: 36.5 per week, Monday – Friday worked on 08:00 a.m – 16:00 p.m
Reports to: Cover & Student Data Manager and HR Manager

1.0 JOB PURPOSE

To provide full clerical support to the school

2.0 MAIN DUTIES AND RESPONSIBILITIES

- 2.1 Assist in the efficient and effective running of the school office
- 2.2 Support with school reception – dealing with telephone calls, visitors, deliveries, data inputting
- 2.3 Support with student transport issues
- 2.4 General administrative duties using relevant IT packages/systems including MS office, internet, email and the schools Management Information System (MIS)
- 2.5 Clerical support which may include stationery, support with bursary applications, setting up a whole school archiving system
- 2.6 General typing and data entry including updating pupil information and staff information
- 2.7 General clerical support to school staff for ad hoc requests
- 2.8 To provide general admin support to the Cover & Student Data Manager/Exams Officer and HR Manager
- 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 undertake appropriate professional development including adhering to the principle of performance management
- 2.11 To adhere to the ethos of the school:
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parents' evenings
- 2.12 Any other duties as commensurate within the grade in order to ensure the smooth running of the school office.

3.0 SUPERVISION RECEIVED

3.1 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by office staff

4.0 SUPERVISION GIVEN: (excludes those who are **indirectly** supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.1 above)

- Use 1, 2 or 3 as in 3.1



5.0 SPECIAL CONDITIONS:

5.1 See The Education (Specified Work) (England) Regulations 2012

PERSON SPECIFICATION

Job Title: Clerical Assistant

Salary: Grade 2

Method of Assessment (M.O.A)

A.F = Application Form, I = Interview, T = Test of Exercise P= Presentation

CRITERIA	<u>ESSENTIAL</u>	M.O.A.
EXPERIENCE (Relevant work and other experience)	Proven experience as a clerical assistant Experience in an office environment	AF/I AF
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Ability to communicate at all levels both orally and in writing, and excellent interpersonal skills. Good working knowledge of Microsoft office, internet and email systems, and an ability to learn new computer skills. Good time management and organisational skills. Ability to interpret varying situations and solve problems on a day to day basis. Ability to cope with conflicting demands, deadlines and interruptions.	AF/I AF/I/T AF/I AF/I/T AF/I
TRAINING	Interest in own personal development and willingness to undertake relevant training	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	Good standard of education particularly in numeracy and literacy.	AF/I
OTHER	Must be willing to work in a developing and pressured environment in order to meet the needs of the school Able and confident to work on own initiative whilst still being an effective team player	AF/I AF/I