



JOB DESCRIPTION

Job Title: Clerical Assistant Term Time Only
Salary: Grade 2
Hours: 36.5 per week, Monday - Friday

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 reception
- 2.2** General administrative duties using relevant IT packages/systems including MS office, internet, email and the schools Management Information System (MIS)
- 2.3** General typing and data entry
- 2.4** General clerical support to staff
- 2.5** Reception duties including greeting visitors, following safeguarding procedures, answering the phone, passing messages on
- 2.6** Dealing with telephone calls, visitors, deliveries, data inputting, collating income
- 2.7** To provide general admin support to any other staff member
- 2.8** Ordering stationery and stocktaking and maintaining good order of stationery supplies
- 2.9** Using booking systems effectively to prevent clashes
- 2.10** 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
- 2.11** To undertake appropriate professional development including adhering to the principle of performance management.
- 2.12** 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
- 2.13** Any other duties as commensurate within the grade in order to ensure the smooth running of the school reception

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 3.2 above)

- Use 1, 2 or 3 as in 3.2



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	AF/I
	Experience in an office environment	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.	AF/I
	Good working knowledge of Microsoft office, internet and email systems, and an ability to learn new computer skills.	AF/I/T
	Good time management and organisational skills.	AF/I
	Ability to interpret varying situations and solve problems on a day to day basis.	AF/I/T
	Ability to cope with conflicting demands, deadlines and interruptions.	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	AF/I
	Willing to work with children and get involved in whole school life as a positive role model	AF/I
	Able and confident to work on own initiative whilst still being an effective team player	AF/I