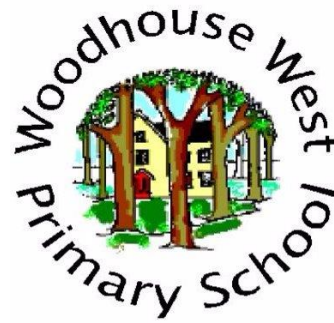




Sheffield
South East
Trust



Post Title:	ADMIN AND CLERICAL LEVEL 1
Grade:	Grade 3
Responsible to:	HEADTEACHER/SCHOOL MANAGER
Responsible for:	n/a
Holiday and Sickness Cover:	OTHER CLERICAL ASSISTANTS
Purpose of job:	<ul style="list-style-type: none">• UNDER THE DIRECTION/INSTRUCTION OF SENIOR STAFF: PROVIDE ROUTINE GENERAL CLERICAL, ADMINISTRATIVE AND FINANCIAL SUPPORT TO THE SCHOOL.
Relevant Qualifications	<ul style="list-style-type: none">• INDUCTION/BASIC SKILLS• GOOD NUMERACY/LITERACY SKILLS

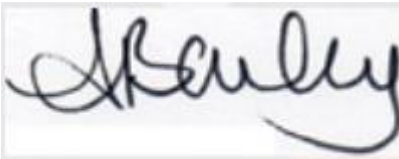
Welcome to Woodhouse West Primary School



I am so pleased that you are considering joining our school. We are very proud of our school, its children and their families. Everyone who works at Woodhouse West is passionate about making a difference to our children and helping them to achieve their full potential, whilst being the best they can be every day. Please visit our website where you will notice that it is full of beautiful pictures of children learning through personal experience of the world around them. We encourage all children to broaden their horizons, have the confidence to try new things and keep going when challenges present themselves and celebrate their successes. As a result our children are articulate, inquisitive and confident and frequently ask questions of those around them.

Each of our children has the potential to do something wonderful, our primary role is to find their key skill or talent, the gem inside them and nurture it.

The very best way to understand our ethos and the way we learn is to visit us and see for yourself. Please feel free to contact us to arrange and visit.



Mrs Anne-Marie Bailey

JOB DESCRIPTION FOR POST OF: ADMIN & CLERICAL LEVEL 1

Specific Duties and Responsibilities

The post holder must at all times carry out his/her responsibilities within the spirit of City Council and School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

Main Duties and Responsibilities

1) TASKS:

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals

Resources

- 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

2) RESPONSIBILITIES:

- 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 and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school

- Appreciate and support the role of other professionals as appropriate
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Any other duties and responsibilities appropriate to the grade and role

3) PROMOTION OF TRUST VALUES:

- To contribute to the overall development of Sheffield South East Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Sheffield South East Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Sheffield South East Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety
- This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

Person Specification

Specification	Essential	Desirable	Evidence
Qualification/ Training	<ul style="list-style-type: none"> • Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English) • Level 2 or equivalent qualification or experience in relevant discipline 	<ul style="list-style-type: none"> • Evidence of further training in school-based support 	<ul style="list-style-type: none"> • Application Form • References
Experience	<ul style="list-style-type: none"> • General clerical/administrative/financial work 	<ul style="list-style-type: none"> • Previous experience of working in a school environment 	<ul style="list-style-type: none"> • Application Form • Interview • References
Skills and Attributes	<ul style="list-style-type: none"> • Effective use of ICT packages • Use of relevant equipment/resources • Good keyboard skills • Communicate clearly, accurately and helpfully with staff, children, parents, visitors and handle all phone enquiries in the same way • Recognise the confidentiality of some kinds of information • Work effectively and efficiently under pressure • Good oral and written communication skills 	<ul style="list-style-type: none"> • Experience of MS office programs with an aptitude for new IT applications • a knowledge of Arbor 	<ul style="list-style-type: none"> • Application Form • Interview • References
Personal Attributes	<ul style="list-style-type: none"> • Clean and smart appearance • Good interpersonal skills • Problem-solver with a 'can-do' approach • Purposeful and resourceful • Excellent communication skills • Flexible & team player • Ability to keep calm and focussed in pressurised situations • Enthusiastic 		<ul style="list-style-type: none"> • Interview • References
Other	<ul style="list-style-type: none"> • Willingness to work flexible hours on occasions • Willingness to maintain confidentiality on all school matters • Willing to undertake training courses that are relevant to the duties of the post 		<ul style="list-style-type: none"> • Application Form • Interview • References