

## JOB DESCRIPTION

**Job Title:** Clerical Assistant Level 3 - Apprentice

**Grade:** 3

**Salary:**  
National Minimum Wage and National Living Wage rates apply

**Conditions of Service:** Support Staff Contract

**Responsible to:** Principal

### **Statement of Purpose**

To work under the direction and guidance 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 in arrangements for school trips and events etc.

### **Support to the Organisation**

- Provide routine clerical/administrative support e.g. photocopying, filing, faxing, emailing, completing routine forms, responding to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required, e.g. pupil data.
- Undertake more complex typing, word-processing and other IT based tasks e.g. assisting in the preparation of minutes, reports and circulars.
- Take notes at meetings.
- Sort and distribute mail.
- Undertake routine administrative procedures e.g. transport arrangements, catering arrangements, interview arrangements.
- Maintain and collate pupil reports.
- Undertake routine administration of school lettings and other uses of school premises.

- Operate relevant equipment/computer applications (e.g. Word, Excel, databases, spreadsheets, Internet).
- Maintain stock and supplies, cataloguing and distributing as required.
- Operate uniform/snack/other “shops” within the school.
- Provide general advice and guidance to staff, pupils and others.
- Undertake routine financial administration e.g. processing orders, receipt, recording and banking of monies due to the school.
- 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.
- Demonstrate, give advice & guidance to, or train other employees, students or trainees on own duties.

**Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

### Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline</li> <li>• Good numeracy and literacy skills</li> </ul>	APP/I
	<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Effective use of ICT packages.</li> <li>• Ability to use relevant equipment/resources.</li> <li>• Good keyboard skills.</li> <li>• Knowledge or relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> </ul>	APP/I
	<b>Behavioural Attributes •</b> <ul style="list-style-type: none"> <li>Customer focused.</li> <li>• Has a professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>• Can demonstrate active listening skills.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders.</li> <li>• Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Is enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• 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.</li> </ul>	APP / I

**MEASURED BY KEY:**

APP = Application form ASS = Assessment activities I = Formal interview In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**23/11/2021**

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.