Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title: Clerical Assistant (Level 1)** | | **Director/Service/Sector : Children’s Services** | | **Office Use** |
| **Band: 1** | | **Workplace:** | | **JE ref: SG1**  **HRMS ref:** |
| **Responsible to: Senior Teaching and Non- Teaching Staff** | | **Date:** | **Manager Level:** |
| **Job Purpose:** Under the direction and instruction of senior staff provide routine general clerical, administrative and financial support to the school | | | | |
| **Resources** | Staff |  | | |
| Finance | |  | | |
| Physical | |  | | |
| Clients | |  | | |
| **Duties and key result areas:**  **Organisation**   1. Undertake reception duties, answering telephone calls and dealing with routine face-to-face enquiries and signing in visitors.     2.      Assist with pupil welfare, looking after sick pupils and liaising with parents and staff    3.      Assisting with the arrangements for routine visits e.g. school nurse, school photographer etc  **Administration**    1.      Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms  2.      Maintain manual and computerised records/management information systems  3.      Undertake typing, word-processing and other IT based tasks  4.      Undertake ICT tasks within SIMS, as directed e.g. Attendance, Assessment Manager, etc  5.      Sort and distribute mail  6.      Undertake typing, word-processing and other IT based tasks  7.      Sort and distribute mail  **Resources**  1.      Operate office equipment e.g. photocopier, computer  2.      Arrange orderly and secure storage of supplies  3.      Undertake routine financial administration e.g. collect and record dinner money  **Responsibilities**  1.      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  2.      Be aware of and support difference and ensure equal opportunities for all  3.      Contribute to the overall ethos/work/aims of the school  4.      Appreciate and support the role of other professionals  5.      Attend and participate in relevant meetings as required  6.      Participate in training and other learning activities and performance development as required  7.      To undertake other duties and responsibilities as required commensurate with the grade of the post.  This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school’s procedures to report any concerns you may have regarding the safety or well-being of any child or young person.  The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Transport requirements:  Working patterns:  Working conditions: | |  | | |

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**PERSON SPECIFICATION**

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| **Post Title:**  **Clerical Assistant (Level 1)** | **Director/Service/Sector: Children’s Services** | **Ref:** SG1 | |
| **Essential** | **Desirable** | **Assess by** | |
| **Knowledge and Qualifications** | | | |
| Good numeracy and literacy skills | NVQ Level 2 qualification in literacy and numeracy | | (a), (t) |
| **Experience** | | | |
| General experience of clerical and admin. work | Experience of working in a school or educational establishment | | (a) |
| **Skills and competencies** | | | |
| Keyboard/computer skills  Ability to use equipment commonly found in an office environment e.g. Photocopier  Appropriate knowledge of first aid  Ability to relate well to children and adults |  | | (a), (i) |
| **Physical, mental and emotional demands** | | | |
|  |  | |  |
| **Other** | | | |
| Willingness to participate in training and development |  | | (i) |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation,

(o) others e.g. case studies/visits