

**DURHAM TRINITY SCHOOL & SPORTS COLLEGE**

**JOB DESCRIPTION**

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| **Name** | Vacant | **Post** | Clerical Assistant |
| **Reporting to:** | School Business Manager |
| **Responsible for:** | Providing effective and efficient clerical support to the school  |
| **Liaising with:** | Staff and Governors  |
| **Working Time:** | 30 hours per week term time |
| **Salary/Grade:** | Grade 2 |
| **Job Evaluation Reference No.** | A6100 |
| **Disclosure Level** | Enhanced |

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| **Specific Duties*** To input invoices onto the Financial Management System liaising with the Local Authority Creditors Section as required and to scan and index this information onto the digital filing system (MStore).
* To carry out administration of annual reviews including collating and sending out reports prior to meeting, taking minutes and preparing and collating reports following the meeting.

**General Duties*** To deal with telephone calls, passing on messages or connecting to appropriate extension where relevant.
* To deal with office enquiries and reception duties accordingly.
* To deal with visitors, professionals, parents etc who visit the school ensuring the signing in our out system is fulfilled.
* To open post and distribute as appropriate.
* To liaise with multi-professionals, keeping a diary of school events, appointments, visits etc. To relay this information to appropriate staff.
* To photocopy prepared information from school in general and other information inside the procedures of the CLA.
* To collate and type letters, reports, policies and other school documents.
* To take minutes at school meetings as required.
* To despatch required information as appropriate.
* To support the school’s behaviour and other policies, rewarding appropriate behaviour with praise and making relevant staff aware of inappropriate behaviour.
* To carry out duties relevant to the post. Variation, in consultation with the post holder, may also occur without changing the general character of the post.
* To attend training and access training to enable understanding and completion of the duties of the post.
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| **Signed** **Date** |