**Clerical Assistant**

**Grade 3**

**32.5 Hours per week (term time)**

**8.30am to 3.30pm Monday to Friday (30 minutes for lunch)**

**Responsible to the Headteacher and School Office Manager**

**Job Purpose**

Responsible for providing an administrative and clerical support service to facilitate the day to day running of the School Office.

This will be conducted under the general supervision of the Headteacher/School Office Manager or other nominated person.

All staff are subject to the conditions of employment and Code of Conduct set out by Durham County Council. In addition, you will be required to fulfil any reasonable requests from the Headteacher or their representative.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities and Racial Equality policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent way.

**Main Responsibilities:**

* Responsible for being the first point of contact, welcoming visitors and parents to the school whilst adhering to safeguarding requirements by checking identification.
* Answering the telephone and passing on accurate messages.
* Record daily attendance of pupils
* Operating the schools SIMS and FMS systems at user level and act in accordance with the systems and procedures
* To open and distribute mail.
* To type letters and reports.
* To update the school calendar
* To liaise with the kitchen staff and caretaker etc.
* Prepare and distribute weekly meal menus.
* To assist in the production of school documentation as required.
* Recording school meals daily and carry out a weekly reconciliation and school meal return.
* Updating pupil records.
* Messages to parents using text or other methods.
* Collect, check and accurately record money received for school dinners, breakfast club, after school clubs, trips etc.
* Obtain and maintain First Aid at Work qualification.
* Responsible for the initiation of First Day Calls – contacting the parents/carers of pupils that have an unauthorised absence from school during the morning of their first day of absence.
* Inform Parents/Carers of pupils reported ill whilst on the school premises.
* Provide pastoral care and support to pupils who may be sick or injured and taking appropriate action, as necessary to ensure that parents and school staff are fully informed of incidents and accidents and maintain accident reports
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
* The Post holder may undertake any other duties that are commensurate with the grade as requested by the Headteacher or School Office Manager.

**Health and Safety**

* Comply with the requirements of the Health and Safety at Work Regulations
* Take reasonable care for the Health and Safety of yourself and others
* Co-operate with the school in ensuring that Health and Safety responsibilities are carried out
* To perform duties in line with Health and Safety and COSHH regulations and take action where hazards are identified, report serious hazards immediately to Head

Teacher or other nominated person.

**Knowledge and Skills**

Willingness to undertake training to enable the post holder to keep abreast of new office and administrative systems and to enable them to continue to develop personally and professionally.

**Supervision and Management**

The post holder will often be required to work without direct supervision.

**Key Contact and Relationships**

Daily contact with the Headteacher, staff, children and families. General contact with other school staff and suppliers.

**Safeguarding**

The school is committed to safeguarding and protecting the welfare of children and young people and expects that all staff share this commitment. An enhanced DBS check and other pre-appointment checks will need to be returned prior to commencement.