**Brandon Primary School**

# Job Description CLERICAL ASSISTANT

**Grade 5**

## Responsible to:

The Governors and Headteacher

## Purpose and Scope:

* To provide an efficient and effective secretarial service to the Head Teacher and other staff.
* To assist the Head Teacher with the school’s administrative, financial and clerical functions in providing a high standard of administration within the school.
* To control the school’s administrative and financial information systems, ensuring that these functions support the management of the school in an efficient and effective manner.

## Duties and Responsibilities:

* To ensure the smooth and efficient operation of the school’s administration systems through good liaison with colleagues, children and parents.
* To liaise with other agencies to support school’s work, most notably:
  1. Treasurers, School Funding Division
  2. Parent Support Advisor
  3. School and Governor Support Service
  4. School Health Personnel (notifying them of admissions)
  5. Contractors and suppliers
  6. DfE and other national agencies.
  7. Supply Agencies
* To operate school’s computerised systems for:

1. Pupil records
2. Purchase of orders and payment of invoices
3. Attendance
4. Word processing
5. Assessment Tracking System
6. Email and secure email system (checking this at least twice a day)
7. Extranet
8. Using Microsoft Office and SIMS – being responsible for the downloading and reconciling all financial information from DCC.
9. SIMS / FMS / AnyComms providing reports when necessary
10. Authorise DBS applications using on-line system

* To undertake general clerical and administrative duties to ensure the school office operates smoothly and efficiently. Duties to include:

1. Receiving visitors, dealing with enquiries and making appointments on behalf of the Headteacher
2. Personnel/staffing administration, for example contacting supply teachers, completing and processing supply claim forms, maintaining confidential staff records and completing appointment details
3. Completion of staffing, statistical and other returns
4. Diary management
5. Handling post, both incoming and outgoing and despatch as necessary
6. Answering telephone calls, taking messages collaborating with staff and other agencies, sending faxes
7. Maintaining and monitoring pupil records with particular reference to pupil absence, admission, transition and transfer.
8. Maintaining dinner registers and school meals
9. Issuing and payment of invoices, receipt, counting and banking and recording of monies received, issuing of cheques
10. Filing information, invoices, correspondence, records etc
11. Maintaining stock record
12. Processing orders, receiving deliveries and arranging for storage or distribution
13. Photocopying
14. Booking school trips and organising travel arrangements

* Collecting and accounting for monies in receipt of :

1. School meals and be responsible for free school meals system
2. Uniform
3. Manage Petty cash
4. Procurement card
5. Manage and maintain accurate records to monitor activity of Private School Fund
6. Educational visits – keeping records of all transactions producing annual balance sheets where necessary
7. Before and after school clubs

* To provide support, guidance and advice to for the Head Teacher and Deputy Head Teacher with regards to confidential reports, references, statistical returns and records.
* To take responsibility for planning, development, design organisation and monitoring of support systems, policies and procedures.
* To assist in the production of the monthly newsletter, school brochure, termly governor reports etc.
* To deal with all admissions and transfers of pupils.
* To contact parents if children are ill.
* Tracking teaching staff in-service training.
* To support the Headteacher in the financial management of the school, including responsibility for management of expenditure within an agreed budget. Processing budgets on the SIMS and give printout statements of account.
* Any other duties as may be allocated from time to time commensurate with the grading of the post.
* The post holder may be required to undergo training in order to carry out the duties of the post, or to update the skills of the post holder.
* The post holder will be expected to follow the school policy regarding the care, control and supervision of the children in the school.
* The post holder must have a current enhanced DBS check.

**POST OF CLERICAL ASSISTANT**

**PERSON SPECIFICATION AND CRITERIA FOR SELECTION**

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| --- | --- | --- | --- |
| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **HOW CRITERIA IS ASSESSED** |
| **EDUCATION/ QUALIFICATIONS** | * Minimum of 5 GCSEs or equivalent A-C grade including Maths and English * NVQ Level 3 in administration or equivalent | * Certificate in School Administration * Additional qualifications specific to secretarial/admin/IT | * Application Form * Certificates |
| **EXPERIENCE** | * Experience of SIMS and FMS systems * Experience in an administrative / financial setting * Experience of establishing and maintaining administrative systems * Experience of working in an admin role within a school environment * Experience of taking minutes at meetings | * Experience of personnel, cover etc. | * Application Form * References * Interview |
| **SKILLS / KNOWLEDGE** | * A range of IT skills including the use of e-mail * Ability to listen sensitively and deal with people in a sympathetic and tactful way * Ability to communicate effectively both orally and written using a variety of media * Ability to correspond and liaise with external agencies * Ability to demonstrate use of own initiative * Ability to work as a member of a team * Ability to prioritise, plan and organise work/tasks both in advance and with short notice * Excellent literacy and numeracy skills * Confident word processing/typing skills * Ability to manage time effectively and work to deadlines    | * Knowledge of Local   Government procedures specific to schools   * Knowledge of website maintenance | * Application Form * References * Interview |
| **PERSONAL QUALITIES** | * Organised and efficient * Enthusiastic, self-motivated * Pleasant manner when dealing with colleagues, pupils, parents, visitors and Governors * Confidentiality * Tactful, discreet * Flexible approach to work * Punctual | * Willingness to undergo further training | * Application Form * References * Interview |