

JOB DESCRIPTION

Post Title: Clerical Assistant (Level 1)	Director/Service/Sector : Children's Services		Office Use
Band: 1	Workplace:		JE ref: SG1
Responsible to: Senior Teaching and Non- Teaching Staff	Date:	Manager Level:	HRMS ref:
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 <ol style="list-style-type: none"> Undertake reception duties, answering telephone calls and dealing with routine face-to-face enquiries and signing in visitors. Assist with pupil welfare, looking after sick pupils and liaising with parents and staff Assisting with the arrangements for routine visits e.g. school nurse, school photographer etc Administration <ol style="list-style-type: none"> Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms Maintain manual and computerised records/management information systems Undertake typing, word-processing and other IT based tasks Undertake ICT tasks within SIMS, as directed e.g. Attendance, Assessment Manager, etc Sort and distribute mail Undertake typing, word-processing and other IT based tasks Sort and distribute mail Resources <ol style="list-style-type: none"> 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

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