



CLOVER HILL PRIMARY SCHOOL

Post Title: Clerical Assistant Grade C

Responsible to: Business Manager

Job Purpose

Under the direction/instruction of senior staff: provide routine general clerical, administrative, financial support to the school, maintaining confidentiality at all times

The key roles of this post will generally include:

Organisation:

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors, including providing basic hospitality
- Assist with pupils, looking after sick pupils, liaising with parents/staff, as directed etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

Administration:

- Provide routine clerical support e.g. photocopying, filing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake IT based tasks
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals
- Produce lists/information/data as required e.g. pupil data
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises
- Undertake ICT tasks within SIMS, as directed e.g. Attendance, Assessment Manager, etc.

Resources:

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record dinner money
- Operate and record dinner money and all other school sales e. g. uniform, concert tickets, etc. (all operations to be carried out in line with current LEA Financial Regulations)
- Provide general advice and guidance to staff, pupils and others

Responsibilities:

- 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
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Such other responsibilities allocated which are appropriate to the grade of the post

Knowledge and Qualifications

Essential

Qualifications:

- Good numeracy / literacy skills
- NVQ 2 in Business Admin or equivalent qualification in relevant discipline

Experience of:

- General clerical / administrative work
- Good keyboarding skills
- Use of ICT including word processing and data input
- Ability to use relevant office equipment (keyboard, photocopier)

Knowledge of:

- Effective use of ICT packages

Desirable

Qualifications:

- RSA Level 2 or equivalent

Experience:

SIMS or equivalent computerised accounting system