



Clerical Assistant

Job Description

Post	Clerical Assistant
Scale	G3 £15,359 to £16,738 FTE
Responsible to:	Business Manager / Headteacher
Core Purpose	To provide clerical support to the school
	Key Tasks & Responsibilities
	<ul style="list-style-type: none"> • To be the first point of contact at the school by welcoming pupils, parents and visitors; answering the telephone, dealing with incoming and outgoing mail and other deliveries. • To carry out data input- word processing/spreadsheets. • To carry out filing, photocopying, absence reporting. • To liaise with suppliers of school meals, milk, uniform and stationery, ensuring the school's requirements are in place. • To assist with the arrangement of routines in school activities such as medical/dental examinations, school photographs, induction evenings etc. • To assist with the general administration of school trips and assist with collecting money from students.
	Management of People
	None
	Supervision of People
	None
	Creativity & Innovation
	<ul style="list-style-type: none"> • Work is straightforward and carried out under supervision and within set procedures with little opportunity for creativity
	Contacts & Relationships
	<ul style="list-style-type: none"> • Day to day contact with parents/ carers, staff and external bodies on routine matters.
	Decisions
	<ul style="list-style-type: none"> • Discretion- Work is carried out within clearly defined policies and procedures, advice can be sought from line manager. • Consequences- Any errors should be easily identified and rectified.
	Resources
	<ul style="list-style-type: none"> • General office equipment needed to carry out tasks, such as PC, photocopier and audio equipment. • May handle cash (in line with the school finance policy) which may include collecting money from parents and pupils. Amount is unlikely to exceed £100.
	Work Environment

	<ul style="list-style-type: none"> • Work demands- Work is subject to some interruptions from various sources but this is part of the role and does not cause any significant change to the overall tasks to be carried out. • Physical demands- General office work, may involve periods of working at a computer and standing at a photocopying machine. • Working conditions- Work is carried out in a well-lit/ventilated office environment. • Work context- Contact with parents/carers, pupils and employees on matters which are routine and non-contentious.
	Knowledge & Skills
	<ul style="list-style-type: none"> • Good educational standard; basic computer skills.
	General
	<ul style="list-style-type: none"> • Other duties- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.
	Health & Safety
	<ul style="list-style-type: none"> • The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.
All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school	