



JOB DESCRIPTION

Job Title: Clerical Assistant - Term Time Only
Salary: Grade 2
Hours: 37.5 per week, Monday - Friday

1.0 JOB PURPOSE

To provide full clerical support to the school

2.0 MAIN DUTIES AND RESPONSIBILITIES

- 2.1 Assist in the efficient and effective running of the school office
- 2.2 General administrative duties using relevant IT packages/systems including MS office, internet, email and the schools Management Information System (MIS)
- 2.3 General typing and data entry including updating pupil information and staff information
- 2.4 General clerical support to staff
- 2.5 Covering reception duties
- 2.6 Dealing with telephone calls, visitors, deliveries, data inputting, collating and banking income
- 2.7 Arranging supply cover for absent staff
- 2.8 Ordering stationery and keeping stationery cupboard tidy
- 2.9 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with
- 2.10 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.11 To adhere to the ethos of the school:
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parents' evenings
- 2.12 Any other duties as commensurate within the grade in order to ensure the smooth running of the school office.

3.0 OTHER

- 3.1 To promote the agreed vision and aims of the School and Trust.
- 3.2 To undertake appropriate professional development including adhering to the principles of performance management.
- 3.3 To set an example of personal integrity and professionalism.
- 3.4 Attendance at appropriate staff meetings.
- 3.5 Any other duties as commensurate within the grade to ensure the smooth running of the School/Trust.



4.0 SAFEGUARDING

- 4.1 Have due regard for Safeguarding and Promoting the Welfare of Children and Young People and to follow the Child Protection Procedures adopted by the Trust.
- 4.2 To ensure all tasks are carried out with due regard to Health and Safety
- 4.3 To adhere to the ethos of the School and Academy Trust

5.0 SUPERVISION RECEIVED

3.1 LEVEL OF SUPERVISION

- 1. Regularly supervised with work checked by office staff

PERSON SPECIFICATION

Job Title: Clerical Assistant

Salary: Grade 2

Method of Assessment (M.O.A)

A.F = Application Form, I = Interview, T = Test of Exercise P= Presentation

CRITERIA	<u>ESSENTIAL</u>	M.O.A.
EXPERIENCE (Relevant work and other experience)	Proven experience as a clerical assistant	AF/I
	Experience in an office environment	AF
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	Ability to communicate at all levels both orally and in writing, and excellent interpersonal skills.	AF/I
	Good working knowledge of Microsoft office, internet and email systems, and an ability to learn new computer skills.	AF/I/T
	Good time management and organisational skills.	AF/I
	Ability to interpret varying situations and solve problems on a day to day basis.	AF/I/T
TRAINING	Ability to cope with conflicting demands, deadlines and interruptions.	AF/I
	Interest in own personal development and willingness to undertake relevant training	AF/I
EDUCATION/ QUALIFICATIONS NB Full regard must be paid to overseas qualifications	Good standard of education particularly in numeracy and literacy.	AF/I
OTHER	Must be willing to work in a developing and pressured environment in order to meet the needs of the school	AF/I
	Able and confident to work on own initiative whilst still being an effective team player	AF/I