



**JOB DESCRIPTION**

**Job Title:** Clerical Assistant Term Time Only  
**Salary:** Grade 2  
**Hours:** 17.5 per week, Monday – Friday worked on 12:30 p.m – 16:00 p.m  
**Reports to:** Cover & Student Data Manager and HR Manager

**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 Support with school reception – dealing with telephone calls, visitors, deliveries, data inputting
- 2.3 Support with student transport issues
- 2.4 General administrative duties using relevant IT packages/systems including MS office, internet, email and the schools Management Information System (MIS)
- 2.5 Clerical support which may include stationery, support with bursary applications, setting up a whole school archiving system
- 2.6 General typing and data entry including updating pupil information and staff information
- 2.7 General clerical support to school staff for ad hoc requests
- 2.8 To provide general admin support to the Cover & Student Data Manager/Exams Officer and HR Manager
- 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 SUPERVISION RECEIVED**

**3.1 LEVEL OF SUPERVISION**

- 1. Regularly supervised with work checked by office staff

**4.0 SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised ie through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.1 above)

- Use 1, 2 or 3 as in 3.1





**5.0 SPECIAL CONDITIONS:**

**5.1** See The Education (Specified Work) (England) Regulations 2012



**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

<b>CRITERIA</b>	<b><u>ESSENTIAL</u></b>	<b>M.O.A.</b>
<b>EXPERIENCE</b> (Relevant work and other experience)	Proven experience as a clerical assistant	AF/I
	Experience in an office environment	AF
<b>SKILLS AND ABILITIES</b> (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
	Ability to cope with conflicting demands, deadlines and interruptions.	AF/I
<b>TRAINING</b>	Interest in own personal development and willingness to undertake relevant training	AF/I
<b>EDUCATION/ QUALIFICATIONS</b>  NB Full regard must be paid to overseas qualifications	Good standard of education particularly in numeracy and literacy.	AF/I
<b>OTHER</b>	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

