

JOB DESCRIPTION

School/College:	Gaywood Primary School
Job Title:	Clerical Assistant
Grade:	Grade C
Hours/weeks:	37 hours per week, term time plus one week
Responsible to:	Office Manager & Headteacher
Working With:	Headteacher Senior Leaders Teachers

Purpose of the Job

The Clerical Assistant plays a key role in supporting the administrative, financial, and organisational functions of the school. They will be the first point of contact for parents, carers, visitors and other stakeholders, ensuring a professional and welcoming environment. This role requires proficiency in computer systems and finance software to efficiently manage school records and communications.

As part of our school community, the Clerical Assistant will embody and promote our core values of Respect, Resilience, Ambition, and Diversity in all interactions.

Duties and Responsibilities

General Administration

- Maintain and update Google Mail and Google Calendar, ensuring effective communication and scheduling across the school.
- Support Bromcom MIS data entry and maintenance to ensure accurate pupil records and reporting.
- Assist in managing the school's email inbox, forwarding queries to the appropriate staff and ensuring timely responses.
- Organise and distribute incoming and outgoing post.
- Maintain electronic and manual records in compliance with data protection laws.
- Provide clerical support to staff, including booking training sessions and meetings.

- Order, monitor, and manage stock and supplies, ensuring cost-effective purchasing.
- Ensure that the school website and communications (newsletters, letters, social media updates, etc.) are kept up to date.
- Assist with organising parents' evenings, meetings, and school events, including booking rooms and equipment.

Attendance Administration

- Use Bromcom MIS to monitor and maintain accurate pupil attendance records.
- Monitor late arrivals and follow up on absences, contacting parents/carers where necessary in line with safeguarding procedures.
- Generate attendance reports as required by school leadership.

Reception Duties

- Act as the first point of contact for visitors, parents, and carers, providing a friendly and professional service.
- Manage telephone and in-person enquiries efficiently, directing calls/messages appropriately.
- Provide essential information and support to staff, pupils, and parents.
- Ensure safeguarding procedures are followed, including visitor sign-in, ID checks, and issuing passes.
- Provide refreshments as needed and ensure there is always an adequate stock in place.

Safeguarding Responsibilities

- Control access to the school in line with safeguarding policies.
- Be alert to unknown individuals on the premises and report concerns promptly.
- Administer the school's online safety monitoring systems, escalating concerns as necessary.

Finance Administration

- Support financial processes using the school's finance software.
- Process payments from parents/carers, including school trips and activities.
- Assist in the preparation of financial reports in line with school policies.

Other Responsibilities

- Ensure compliance with school policies, including health & safety, safeguarding, and GDPR.
- Undertake relevant training to develop in the role.
- Promote and uphold Gaywood Primary School's values in all aspects of work.
- Any other clerical tasks relevant to the role.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary. This Job Description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy's financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

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PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English	✓		App/Int
Level 2 Maths	✓		
First Aid Qualification		✓	
A willingness to successfully complete First Aid Training	✓		
Qualification in a relevant discipline		✓	

Experience	Essential	Desirable	How assessed
Experience of working within a similar environment	✓		Appl/Int/Ref
Experience of dealing with matters of a confidential natures		✓	

Skills, Attributes & Knowledge	Essential	Desirable	How assessed
Significant experience of working with young people		✓	App/Int/Ref
Good understanding of and ability to use relevant technology e.g. telephone switchboard	✓		
Good keyboard and ICT skills	✓		
A professional approach to work, with clear understanding of confidentiality	✓		
Excellent telephone manner	✓		
Ability to relate well to students, parents/carers/guardians and other adults	✓		
Ability to work under pressure to meet deadlines.	✓		
Assimilate information quickly and prepare succinct summaries	✓		
Willingness to learn and develop new skills	✓		

Personal qualities	Essential	Desirable	How assessed
Positive attitude to work	✓		Appl/Int/Ref
Supporting positive mental health within the school	✓		
Ambition for self and others	✓		
Genuine concern for others	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent attendance and punctuality	✓		
Excellent interpersonal skills	✓		

Appl = Application form

Int = Interview

Ref = Reference