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|  | **KING EDWARD VI HANDSWORTH SCHOOL**  **FOR GIRLS**  **JOB DESCRIPTION – STAFF CLERICAL ASSISTANT** |
| **Grade:**  **Hours:**  **Responsible to:** | Grade 2 point 17 £17,772 (Term time only, pro rata per annum)  Monday – Thursday 8:00am – 15:45pm and Friday 8:00am – 16:00pm inc. 30min unpaid lunch break.  Head’s PA |
| **Main Purpose:** | * To work as part of the Administration Team providing a comprehensive business support service, including communicating various information and providing timely and accurate distribution of materials for the school. |
| **Administration:** | * To provide general administrative support, e.g. word processing, producing spreadsheets, inputting information into databases such as SIMS, reprographics, photocopying, filing, emailing, faxing and completing routine forms and responding to routine correspondence. * To answer the switchboard promptly and deal with telephone enquiries, taking messages or re-directing calls to appropriate members of staff and covering at main school reception where needed. * To assist with the sorting and distribution of post. * To provide administrative support for all school events, under the direction of the Head’s PA, including but not exclusive to, Speech Day, Key Stage 3 Awards, GCSE Awards and Sports Awards. * To liaise with SLT for the administration of merit assemblies. * To manage the schools external lettings including marketing the lettings taking bookings, arranging resources and liaising with site staff, working with the Finance Office to ensure prompt and accurate payment. * To assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/carers and or staff etc. * To provide assistance with vaccinations. * To assist with receiving monies from pupils and the counting of monies. * To provide administrative support for all Subject Departments including the raising and receiving of orders (excluding Science, Technology and Performing Arts). * To check all department deliveries are stored correctly and liaise with the Site Management Department. * To provide administrative support for the Head’s PA. * To support the Staff Clerical assistant (Finance) with transport arrangements for educational visits. * To provide whole school room changes as and when required. * To provide cover in the absence of the Staff Clerical Assistant (Attendance and Bursaries) and oversee attendance. * To deal with finance and invoice queries in the absence of the Staff Clerical Assistant (Finance). |
| **Generic Responsibilities** | All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.    All staff must know about their roles and responsibilities under the terms of the school’s Safeguarding Policy, health and safety, data protection and confidentiality policies and report any concerns to the appropriate senior member of staff.  Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.    All staff must know what to do in the event of the fire alarm sounding.    All staff have a responsibility to report potential, or actual health and safety issues, to the school’s health and safety officer.  All staff are required to follow all agreed school policies and procedures.  Staff should at all times set an example of personal integrity and professionalism.    Staff should be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.  Staff should uphold the school ethos, aims and contribute to the development and achievement of the school’s strategic and development plans.  Staff should be willing to work as part of a team, appreciating and supporting the role of other people within the team.  Staff should attend and participate in meetings as required. |
| **Resources:** | * To ensure use of IT to full capacity in order to produce high quality documents. * To organise and present information for reports in a variety of formats. |

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Signed Employee: …………………………………………………………………. Date:……………………………………..

Signed Employer: ………………………………………………………………….. Date: …………………………………….