



The Sacred Heart Language College
186 High Street, Wealdstone, Harrow, Middlesex, HA3 7AY

**“CONFIDENT IN GOD’S LOVE FOR US
WE COMMIT OURSELVES TO HIS SERVICE”**

Clerical Assistant - Job Description

Purpose of Post:

To work as part of the administrative team providing general support, assisting with all aspects of clerical support within the school office.

To respect the confidences of the school and comply with the Data Protection Act 2018.

To observe and carry out at all times the School’s Health & Safety Policy.

Key Responsibilities:

- Provide timely and effective administrative support service and general office assistance.
- Ensure the effective reception of all visitors and telephone enquiries to the school
- To welcome visitors to the school, ensuring health and safety and security of visitors ensuring signing in/out in compliance with KCSIE/ safeguarding procedures.
- Answering routine telephone and face-to-face enquiries, taking messages and forwarding them onto the relevant person as required.
- Assist with e-mail queries.
- To respond to queries from staff, pupils and parents by resolving or redirecting queries and giving advice where appropriate.
- To make arrangements for external visitors – e.g. provide refreshments and ensure the meeting room is set up as appropriate.
- To undertake clerical tasks such as typing and photocopying.
- Operate systems for recording, storing, retrieving and analysing information on pupils and producing the required reports.
- Liaison with Student Services on pupils matters.
- Collating and inputting information on school systems – Arbor.
- Operate the telephone system and identify and deal with problems raised by callers on the telephone by liaising with other staff as necessary.
- Any other duties relevant to the post.
- Staff cover arrangements – organising class cover as and when absence is reported.

Others for consideration

- Maintain stationery supplies and order new supplies.
- Generate correspondence and reports of a routine nature.
- Undertake and participate in training, coaching and general guidance to other staff.
- Be responsible for control of stock, checking goods into the building and ensuring they are stored appropriately.

The postholder will be in line management to the School Business Manager for the duties covered in this job description.

As a member of staff in the school, the postholder will contribute to the whole life of the school by:

- a) Supporting the aims and ethos of this Catholic School.
- b) Supporting whole school policies.
- c) Working cooperatively as a member of a team.
- d) Fulfilling the Terms and Conditions of Service, as laid down in the CES contract.
- e) Carrying out any other duties as reasonably directed by the Headteacher