



Post Title: Clerical Assistant

Post Grad: Grade 3 (point 10-13)

Location: The Pingle Academy
Coronation Street
Swadlincote
Derbyshire
DE11 0QA

The postholder will be accountable to: Data and Examinations Manager

Statement of Purpose

To work under the direction and guidance of senior staff to provide general clerical and administrative support to the academy. To provide an administration service to ensure the data and examination systems are efficient and effective, contributing towards the overall smooth running of the academy.

Support to the Organisation

- Provide routine clerical/administrative support e.g. photocopying, filing, emailing, completing routine forms, responding to routine correspondence.
- Maintain manual and computerised records/management information systems, SIMS.
- Produce lists/information/data as required, e.g. student data, progress reports, Faculty data packs
- Undertake more complex typing, word-processing and other IT based tasks e.g. assisting in the preparation of minutes, reports and circulars.
- Sort and distribute mail.
- Maintain and collate student reports.
- Operate relevant equipment/computer applications (e.g. Word, Excel, databases, spreadsheets, Internet).
- To provide general administrative support as directed by the Data and Examination Manager, to ensure the smooth running of the examinations, including printing off student timetables, seating plans and ensuring that examination papers are stored correctly and securely as outlined by JCQ (Joint Centre for Qualifications).
- To support the parents'/carers' evening process with regards to making bookings available for parents/carers on our parents'/carers' evening system.
- Support with reception duties.
- To provide general administrative support to the Early Help/SEND department.
- To administer the SIMS Parent App e.g. send parents/carers log on details and make any necessary changes to the SIMS system.

Support to Academy

Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.

- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Demonstrate, give advice & guidance to, or train other employees, students or trainees on own duties.

This school is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the school's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

**Person Specification
Clerical Assistant**

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> • General clerical/administrative 	AF/I
Qualifications/Training <ul style="list-style-type: none"> • NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline. • Good numeracy and literacy skills. 	AF/I
Knowledge/Skills <ul style="list-style-type: none"> • Effective use of ICT packages. • Ability to use relevant equipment/resources. • Good keyboard skills. • Knowledge or relevant policies/codes of practice and awareness of relevant legislation. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 	AF/I

<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	<p>AF/I</p>
<p>AF - Application form</p>	<p>I - Interview</p>

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***