

<b><u>Job Title:</u></b> Clerical Assistant	<b><u>Directorate:</u></b> Education, Learning and Achievement
<b><u>Post Number:</u></b> S4491604	<b><u>Division:</u></b> Schools
<b><u>Grade:</u></b> 3	<b><u>Business Unit/Section:</u></b> Baysgarth School

### **Overall Purpose of Job:**

To provide secretarial and administrative support to the school

### **Main Responsibilities:**

1. Provide secretarial and administrative services for the school and SLT including:
  - Type letters, memorandums and reports etc.
  - Answer routine enquiries from staff, pupils, parents and the general public.
  - Undertake some switchboard and reception duties when required.
  - File, update and retrieve information manually and electronically.
  - Prepare and answer routine correspondence.
  - Administrative work around parent's evenings for all years.
  - Relay messages for pupils, parents and staff.
  - Deal with incoming and outgoing mail.
  - Clerical support for the Inclusion Team and SEND Team
2. Produce minutes for various meetings i.e. Heads of Faculty, School Council.
3. Booking courses and making associated travel arrangements for SLT.
4. .  
Responsibility for taking all post to local Post Office on a rota basis.
5. Liaise with cashless canteen co-ordinator and Education Benefits section of Local Authority regarding Free School Meals.
6. Arrange temporary bus passes for pupils liaising with Education Transport, parents and bus companies.
7. Responsible for distributing all promotional material
8. Responsible for the organisation and co-ordination of transport arrangements including school trips for pupils by liaising with staff, parents, SEN Section of the LEA and Fleet Management.

9. Maintain the pupil database on a regular basis.
10. Responsible for some photocopying
11. Responsible for ensuring the content on electronic displays is collated and uploaded. Creates new presentations and ensures accuracy and reflects current events.
12. Weekly bulletin= collation of items, preparation and distribution.
13. Chase up pupil records from previous schools.
14. Maintain admin stationery stock levels and raise purchase requisitions when appropriate.
15. Provide admin support for school events including parents evenings, managing the online booking process and arranging refreshments, organising pupil helpers and creating all signage.
16. Some cash handling= receiving cash from pupils for educational visits, recording on system and receipting,
18. Carry out the administration for work experience.
19. Arrange and coordinate the smooth running the careers convention and other large scale events such as school photographs.

### **Knowledge, Skill and Experience Required:**

- Computer literacy, typing skills secretarial skills, interpersonal skills and team working.
- Excellent Literacy and Numeracy skills
- Ability to communicate effectively at all levels, both orally and in writing.
- Ability to create reports for all stakeholders
- Ability to provide accurate statistical information.
- Understanding of SEN pupil/parental issues.
- Understanding of Child Protection issues.
- Organisational skills

### **Creativity and Innovation:**

- To design and apply information technology systems and programmes to support administration.
- To inform and advise staff, parents and children when approached if appropriate and to seek information and advice on their behalf.
- To organise for parents evenings for all year groups
- To design certificates for pupil achievement

### **Decision Making:**

Decisions need to be made to prioritise own workload ensuring the Headteacher's and school needs are met = there may be conflicting priorities to deal with.

Allocation of work to student helpers making sure the students can work effectively and understand their tasks = training may be necessary.

### **Contacts and Relationships:**

- All school staff - administrative and advisory support - daily.
- Pupils in school - daily
- Contact with
  - a) Parents regarding school issues = office acts as a reception and therefore all staff are on the front line on a daily basis to assist parents.
  - b) LEA officers = personnel/finance/ICT - to support staff, Head and pupils.
  - c) Suppliers of resources to the school = daily basis when signing for delivered goods and raising associated queries e.g. items missing.
  - d) SEN agencies to give and receive information.
  - e) Social Services to give and receive information
  - f) Education Transport = to resolve bus issues for pupils
  - g) Education Benefits = to resolve queries relating to free school meals.

Contacts are frequent as the office is also a reception area and all staff are considered front line and have to deal with numerous visitors and phone calls on a daily basis.

### **Responsibility for Resources: (to include approximate value, sole or shared responsibility and for what percentage of their working hours)**

£150 per week = shared responsibility with 3 other members of the office staff.

## **WORK ENVIRONMENT**

### **Work Demands:**

The post has a constant workload with daily, weekly, monthly and annual routines. Interruptions to work will occur. The post may have changes in priorities depending on the needs of the Head, SLT, other staff and the demands of other agencies.

### **Physical Demands:**

The post is largely office based.

### **Working Conditions:**

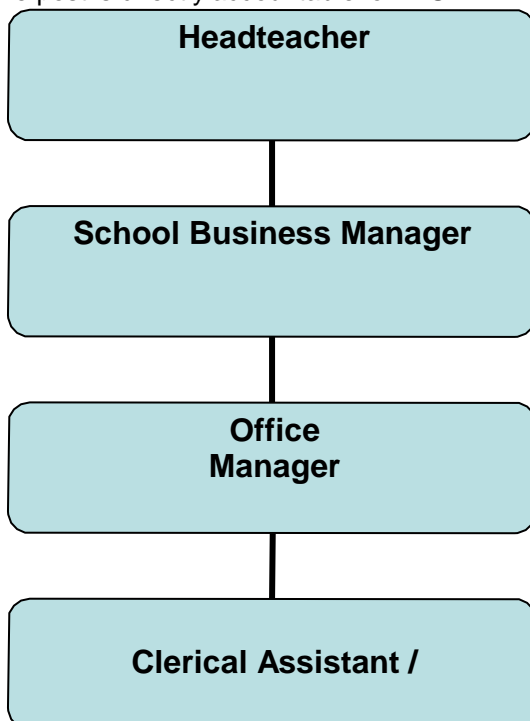
Normal office working conditions with some occasional noise from pupils.

### **Work Context:**

No identified risk to health and general well being from working environment. Risk of abuse from pupils/parents and visitors as front line staff.

**Position in Organisation:**

Indicate how many staff the post is directly accountable for: **NONE**

**Note:**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description                      6 March 2015

Date copy sent to Post holder            .....