**Job Description for Clerical Assistant and Clerk to Governors**

**Hemington Primary School**

**Main Purpose of the job:**

* To be an ambassador for the school when meeting parents and other visitors and to act as a first point of reference when people arrive
* To provide secretarial, clerical and administrative support to the Headteacher, Admin Officer and other staff
* Contribute to the overall ethos/work/aims of the school and meeting the needs of the children
* Be aware of, and support, difference and ensure equal opportunities for all

**Main Areas of Responsibility:**

**1. Customer Focus**

1. Model excellent professional relationships with children, parents and other professionals in the school
2. Provide an excellent administrative service to all sections of the school community

**2. Reception**

1. Perform Receptionist duties throughout the school day: acting as first point of reference for receiving callers, children, parents, visitors and telephone enquiries
2. Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative, resolving minor matters, referring more serious matters to appropriate member of staff

**3. Communication**

1. Adhere to school procedures and ensure that staff receive messages (telephone, email, face-to-face) promptly and accurately
2. Maintain notice boards, update timetables/rotas, sort and distribute mail

**4. Administration**

1. Provide general confidential secretarial service to Headteacher, Admin Officer and other staff, to include word processing, correspondence, reports, references, mail, diaries, appointments and meetings, maintain general and confidential filing systems, provide hospitality as required

**5. Stock Control**

1. Checking goods, return unwanted items, arrange repair/servicing

**6. Publications**

1. Assist with paperless methods of communication by sending out emails and post the newsletter onto the website. Photocopy and send out letters
2. Produce a school newsletter alongside the Head Teacher
3. Maintain noticeboards as required
4. Manage school Facebook page
5. Manage website as required

**7. Finance**

1. Manage Parent Pay in relation to school meals, trips, and pre-school and club fees. Send reminders for arrears according to school policy
2. Provide weekly meal order to supplier

**8. Fund Raising Events**

1. Assist with the organisation of Fund Raising activities for the school

**9. Data Management**

1. Maintain high standards when managing confidential information, complying with the school’s data protection procedures and legal requirements at all times

**10. Attendance**

1. Follow school attendance procedures
2. Produce attendance registers annually, include all details as required. Maintain and edit termly
3. Monitor registers and on a daily basis, call families where children are absent and send absence/lateness letters to parents with support from the Head Teacher / Admin Officer as appropriate
4. Enter daily attendance on the SIMS database
5. Produce attendance certificates upon request
6. Show new teaching staff how to fill in registers correctly

**11. Information Communication Technology**

1. Maintain spreadsheets designed by the Admin Officer
2. Maintain effective administration in the absence of the Admin Officer

**12. Admissions/Pupil Data**

1. Maintain pupil database, amend/update records on the system, print reports such as attendance

**13. Clerk to Governor**

1. To attend termly governors meetings and produce minutes.
2. Administrative support to the governing body.
3. Work taken outside of contracted hours will be reimbursed on an enhanced rate.

**14. Safeguarding**

1. Comply with policies and procedures covering child protection, health, safety and security
2. Contribute to safeguarding the welfare of children in the school
3. Maintain the security of property in a way that is consistent with the school’s procedures and legal requirements, reporting any concerns about safety and security to the appropriate person
4. Maintain the visitors log book and ensure all visitors and contractors can be identified by wearing clearly visible badges

**15. School Nurse**

1. Provide pupil data, including admissions and leavers

**16. Accountability, Performance and Line Management**

1. Regularly review own practice, set personal targets and take responsibility for own personal development
2. Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required
3. Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges
4. Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications
5. Model high professional standards and be a responsible and effective member of staff, attending regular meetings with Head Teacher and Admin Officer as appropriate
6. Appreciate, respect and support the role of other professionals

**17. Other**

1. Undertake such other duties as directed and required from time to time