

JOB DESCRIPTION

Job Description

Job Title: Admin/Clerical Assistant

Hours of work: 16 Hours

Reports to: Executive Headteacher and Business Manager

Purpose of the Role: To provide an effective and efficient admin and clerical support to the academy. Including some finance and welfare.

Responsibilities:

Welfare

- To liaise with parents regarding pupils sickness/injury
- To assist with the general welfare of pupils
- To follow procedures concerning administration of medicines

Reception

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the visitor's book
- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors to the school

Clerical

- To undertake typing and word processing as required
- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- To share responsibility for administering the school email account and text system
- To maintain the school diary
- To be responsible for the sorting and distributing of incoming post and the sending of outgoing post
- To maintain accurate accident records
- To provide general clerical support as required
- To maintain the weekly minibus timetable

Finance

- To collect, record and issue receipts for trip, event, mini bus and club monies as required.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Senior Leadership Team to carry out appropriate duties within the context of the job, skills and grade.

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Headteacher.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all Academy related matters

Person Specification

Job Title: Primary Admin/Clerical Assistant

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	GCSE Maths and English Grade C or above	Educated to NVQ Level 2 or equivalent
Knowledge/Experience	Specific knowledge/ experience required for the role	Experience of administrative work in a busy office environment	- First Aid Qualification - Knowledge of general school policies and procedures - Experience of working in a school office environment - Experience of work as a receptionist
Skills	Line management responsibilities (No.)	N/A	
	Forward and strategic planning	N/A	
	Budget (size and responsibilities)	N/A	
	Abilities	- Excellent reading and writing skills - Ability to undertake basic calculations - Ability to use photocopier - Ability to use word processing, spreadsheet and other data entry technology	Website update/design skills

		• Ability to complete forms, write routine letters • Ability to exchange verbal information clearly and sensitively with children and adults • Good interpersonal skills	
Personal Characteristics	Behaviours	• Conscientious, honest, reliable, flexible, self-motivated. • Willingness to participate fully in school life. • Good team player. • Calm and able to deal with competing demands on time managing stress levels. • Good sense of humour	• Understand the importance of self-evaluation and professional accountability.
Special Requirements		• Successful candidate will be subject to an enhanced Disclosure and Barring ServiceCheck • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of	•

		children and young people • Ability to travel as required	
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