

**Job Description and Person Specification  
Clerical Assistant (T25) GR9033**

<b>Job details</b>	
<b>Job title</b>	<b>Clerical Assistant</b>
<b>School</b>	
<b>Section</b>	
<b>Location</b>	
<b>GR Number</b>	<b>GR9033</b>
<b>Grade</b>	<b>Scale C</b>
<b>Responsible to</b>	<b>Responsible to the Headteacher, School Business Manager or School Secretary or to another member of the administrative staff.</b>
<b>Responsible for</b>	
<b>Effective date</b>	

<b>Role and context</b>
<p><b>Job purpose</b></p> <p>To provide a high standard of word processing and clerical support to the school its teachers and pupils by working flexibly with other administrative staff, ensure that duties are carried out efficiently and effectively.</p>
<p><b>Context</b></p> <p>Job family: Administration</p>
<p><b>Other Job Information (e.g. any special factors or constraints)</b></p>

<b>Principal Accountabilities</b>	
<b>Accountability</b>	<b>Order of importance</b> (1 = most important etc)
To undertake basic word processing and other IT based tasks, both of a general nature as may be required to meet the needs of the school, and in respect of support to teachers. Provide basis secretarial support as required.	<b>1</b>
To undertake receptionist, switchboard and messenger duties within the school. To receive and reply promptly to any telephone and other messages, dealing as appropriate with routine enquiries. To ensure that visitors and callers to the school are courteously and correctly received and provide hospitality as required.	<b>2</b>

<b>Principal Accountabilities (continued)</b>	
<b>Accountability</b>	<b>Order of importance (1 = most important etc)</b>
To open and distribute incoming mail, despatch outgoing mail and assist with general postal arrangements.	<b>3</b>
Maintain and update the school's database, as appropriate.	<b>4</b>
To undertake general clerical duties of a routine nature which could include:- (a) Complete dinner registers daily, respite is checked daily;  (b) Ensure refreshments are available at meetings;  (c) Book bus trips as required;  (d) Assisting with the arrangement of medical and dental examinations, ensuring rooms are booked;  (e) Assisting with the preparation of forms, maintenance of records/registers, computerised data and management information such as pupil admissions/leavers, pupil absences etc.;  (f) Assist with ordering and storage of supplies;  6. To undertake clerical and administrative support including photocopying, filing, and e-mailing.  7. To undertake any other duties that are within the scope of the post, as determined by the Secretary, Business Manager, or Headteacher	<b>5</b>
To undertake clerical and administrative support including photocopying, filing, faxing and e-mailing.	<b>6</b>
To undertake routine financial procedures.	<b>7</b>
To undertake any other duties that are within the scope of the post, as determined by the School Business Manager or Secretary.	<b>8</b>

<b>Person specification</b>	
<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>NVQ Level 1.</li> <li>Good numeracy/literacy skills.</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>General clerical or administrative work.</li> </ul>	
<b>Skills/knowledge</b>	

<ul style="list-style-type: none"> <li>• Good understanding and ability to use relevant technology e.g. photocopier.</li> <li>• Keyboard/computer skills.</li> <li>• Participate in development and training opportunities. Basic knowledge of first aid.</li> </ul>	
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Person specification (continued)	
Essential	Desirable
<b>Skills/knowledge (continued)</b>	
<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> </ul>	

General information
<ul style="list-style-type: none"> <li>• The job descriptions details the main outcomes required and should only be updated to reflect <b>major changes</b> that impact on the outcomes of the job.</li> <li>• Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.</li> <li>• Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.</li> <li>• All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.</li> <li>• Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.</li> </ul>