



JOB DESCRIPTION

Post Title: Clerical Assistant and Main School Office Receptionist

Monday – Friday 8:00 - 4:00pm

Grade: 4 **Spine:** 4 - 9

JOB SUMMARY

To assist in all administrative functions to enable the smooth running of the school and school office. As part of your duties, you are expected to work in conjunction with the School Business Manager/Officer Manager.

PRINCIPAL ACCOUNTABILITIES

1. To be responsible for assisting in the smooth running of the school office.
2. Act as the first port of call to visitors, parents/carers and pupils.
3. To assist in the maintenance of the various school computerised databases of pupil information.
4. To provide administrative support to the school teacher(s) as appropriate.
5. Other tasks as delegated.

JOB CONTENT

Main duties and responsibilities are indicated here. This list is not exhaustive and other duties of an appropriate level and commensurate with this post may also be required.

1. Responsibility for assisting the Office Manager in managing the school office, including:
 - Reception and telephone duties
 - answer entry phone using CCTV whilst having a high regard for security
 - ensuring parents and visitors sign in using InVentry
 - answering the telephone in a professional and efficient manner
 - take and pass on clear and accurate messages
 - Maintaining attendance registers: including absences, late arrivals and late collections, and production of attendance figures
 - Assist in the administration of extra-curricular clubs
 - Administration of school events and trips
 - General word processing, excel spreadsheets and publisher
 - Printing and copying
 - Liaising between the office and other areas of the school/members of staff
 - To assist in updating the website - parental information
 - Distribution of internal and external post
 - First Aid

2. Assisting in the maintenance of the various school computerised databases of pupil and financial information:
 - * Maintaining the school's database of pupil attendance
 - * Maintaining pupil premium information
 - * Income record keeping - using ParentPay or similar databases
 - * Be responsible for keeping accurate records
 - * Liaising with extra-curricular club providers

3. To provide administrative support to the school teachers as appropriate, including:
 - * Contacting parents where necessary, liaising with the teacher on outcomes
 - * Ordering and checking stationery and other school supplies
 - * Collection and record keeping of monies for school visits and charity collections, etc.
 - * Assist in advising teachers of permissions and agreements between the school and parents - including photographs, walk home from school etc.

4. Child Protection
 - To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School's Safeguarding Policy.

JOB CONTEXT

Reports to: The School Business Manager / Office Manager and the Headteacher

Supervises: None

Contacts: The School Business Manager / Office Manager, other office staff, the teachers, pupils, parents.

Financial Responsibilities: None other than those as designated in job description.

Key Organisational Objectives:

The postholder will contribute to the school's objectives in service delivery by:

- * Enactment of Health and Safety requirements and initiatives as appropriate
- * At all times operating within the school's Equal Opportunities framework
- * Acknowledging Customer Care and Quality initiatives
- * Commitment and contribution to improving standards for pupils within the school as appropriate
- * Contributing to the maintenance of a caring and stimulating environment for pupils.

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

Special Conditions of Service:

The postholder may be required to work outside of normal school hours on occasion, with due notice.

Person Specification

Essential			
Experience	Application Form	Interview	Evidence
Experience of working in a school office <i>or very busy office environment - dependent on individual experience</i>	✓	✓	✓
Experience of working as a team member	✓	✓	✓
Understand the need for confidentiality	✓	✓	✓
Able to use own initiative	✓	✓	✓
Knowledge			
A sound knowledge of computer databases and spreadsheets	✓	✓	✓
Ability			
Ability to work to agreed targets and work schedules	✓	✓	✓
Ability to communicate with persons at all levels and can demonstrate excellent people skills	✓	✓	✓
Ability to demonstrate excellent literacy skills	✓	✓	✓
Ability to work proactively to achieve efficiency and effectiveness of a team of staff	✓	✓	✓
Ability to organise one's own tasks with minimum supervision		✓	✓
Ability to work well in a crisis or emergency		✓	✓
Ability to use a problem solving approach to a wide range of enquiries		✓	✓
Desirable			
Certificate of First Aid	✓		✓
Good sense of humour		✓	