

Job Description



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|---------------------------------------|-----------------|
| SCHOOL: | SECTION: |
| POST TITLE: Clerical Assistant | |
| POST REFERENCE NO: | GRADE: 2 |
| RESPONSIBLE TO: Head teacher | |
| EMPLOYEE SUPERVISION: None | |

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|--|-----------------|
| DATE AGREED: | BY WHOM: |
| <p>PURPOSE OF THE JOB</p> <p>Under the direction/instruction of senior staff: provide routine clerical, administrative financial support to the school.</p> | |

KEY AREAS

Organisation

Administration

Resources

DUTIES AND RESPONSIBILITIES

- 1. Organisation**
 - i) Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
 - ii) Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
 - iii) Assisting with arrangements for visits by school trips, events etc.

2. Administration

- i) Provide general clerical/administrative support e.g. photocopying, filing, faxing, emailing, complete routine standard forms, respond to routine correspondence.
- ii) Maintain manual and computerised records/management information systems
- iii) Produce lists/information/data as required e.g. pupils data.
- iv) Undertake typing, word-processing and other IT based tasks.
- v) Take notes at meetings
- vi) Sort and distribute mail
- vii) Undertake administration procedures
- viii) Maintain and collate pupil reports.
- ix) Undertake routine administration of school lettings and other uses of school premises.

3. Resources

- i) Operate relevant equipment/ICT packages (e.g. Word, Excel, Databases, Spreadsheets, Internet)
- ii) Maintain stock and supplies, cataloguing and distributing as required
- iii) Operate uniform/snack/other 'shops' within the school
- iv) Provide general advice and guidance to staff, pupils and others
- v) Undertake general financial administration e.g. processing orders

4. Responsibilities

- i) Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ii) Be aware of and support difference and ensure equal opportunities for all.
- iii) Contribute to the overall ethos/work/aims of the school
- iv) Appreciate and support the role of other professionals.

- v) Attend and participate in relevant meetings as required.
- vi) Participate in training and other learning activities and performance development as required.

5. General

- i) To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher
- ii) Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection & Financial Regulations, Policies and Procedures
- iii) To develop and promote high standards throughout the Barnsley Children, Young People and Families Service

6. Other

- i) Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

DATE JOB DESCRIPTION REVISED: May 2011

BY WHOM: Workforce Development & Innovation

This job description will form the basis of performance management and will be reviewed periodically.



Employee Specification

When filling in the application form please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Minor* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

**Post Title: Clerical Assistant
(Level Two)**

**Directorate/School: Children, Young People and Families
Workforce Development & Innovation**

Grade: 2

| Criteria No | Attributes | Criteria | How Identified | Rank |
|-------------|------------------------------------|--|----------------|-----------|
| 1. | Experience | Recent relevant clerical/administrative/financial experience | A/I | Essential |
| 2. | Education and Training Attainments | Level 2 or equivalent qualification or experience in relevant discipline. | A | Essential |
| 3. | | Good numeracy/literacy skills. | A | Essential |
| 4. | General and Special Knowledge | Appropriate knowledge of first aid. | A/I | Desirable |
| 5. | | Effective use of ICT packages | A/I | Essential |
| 6. | | Good understanding and ability to use relevant technology e.g. photocopier. | A/I | Essential |
| 7. | | Good keyboard/computer skills. | A/I | Essential |
| 8. | | Knowledge of relevant policies/codes of practice & awareness of relevant legislation | A/I | Essential |

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|-----|--------------------------------|---|-----|-----------|
| 9. | Skills & Attributes | Ability to relate well to children and adults | A/I | Essential |
| 10. | | Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. | A/I | Essential |
| 12. | Additional factors | This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment | A/I | Essential |