

Walmley Infant School
Walmley Ash Road
Sutton Coldfield
B76 1JB
Telephone: 0121 351 1355
Website: www.walmleyinfantschool.co.uk
Email: enquiry@walmleyinfant.org
Head Teacher: Mrs H Murphy



School Clerical Assistant Job Description.

Job Description

A School Clerical Assistant provides administrative and organisational support to ensure the smooth running of the school office. The role involves working closely with staff, pupils and parents, demonstrating professionalism, confidentiality, and excellent communication skills.

Key Responsibilities

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she comes into contact with.
- Carry out general administrative duties including photocopying, word processing and filing.
- Read and deal with enquiry emails.
- Ensure that all children are accounted for by collating morning and afternoon registers with the correct codes.
- Take responsibility for taking children's registers and visitor book to the fire assembly point in the event of fire or a fire drill
- Record and follow up on pupil absence, making telephone calls as necessary so all pupils are accounted for. Notifying the Headteacher of any cause for concern on a daily basis
- Prepare and maintain files and pupil records
- Receive and relay promptly any telephone or other messages, dealing as appropriate with routine enquiries
- Liaise, as required, with governors, teachers, etc.
- Receive, sign in and deal with or direct pupils, parents and other school visitors as appropriate
- Ensure that visitors and callers to school are courteously and correctly received and deal sensitively with anxious, distressed or impatient callers, whether by telephone or in person.
- Take responsibility for keeping the community informed by texts.



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- Liaise with the on-site kitchen in relation to meals required on a day-to-day basis
- Take responsibility for milk orders and reports
- Deal with deliveries and enquiries from staff, parents, trades people etc.
- Receive and sort incoming mail for delivery to appropriate staff
- Ensure all tasks are carried out with due regard to Health and Safety
- Undertake appropriate professional development including adhering to the principles of performance management.
- Adhere to the ethos of the school
- Promote the agreed vision and aims of the school
- Set an example of personal integrity and professionalism
- Attend appropriate staff meetings and training days
- Any other duties as commensurate with the grade in order to ensure the smooth running of the school

