

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School			
Job No.	Post Title	Grade	Date
	Clerical Assistant	2	April 2008

Statement of Purpose

To work under the direction and instruction of senior staff to provide general clerical, administrative and financial support to the school.

Support to Pupils

- Undertaking contact with parents.
- Assisting with the care and welfare of the children by:
 - providing comfort and support to children in distress or ill;
 - Maintaining a safe environment.
 - Monitoring and maintaining items necessary for staff/helpers' breaks in school.

Administrative Support

- Answering the phone and dealing with all queries
- Greeting visitors/parents/carers and dealing with their requests
- Receiving and signing for deliveries
- Monitoring and ordering stock supplied in student enquiries
- Escorting late children to their classrooms
- Calling parents/carers if their child is ill
- Collecting children for appointments during school time
- Typing letters for the Principal
- SIMS/ Arbor – updating pupils records when necessary
- Filing, shredding, photocopying
- Updating all paper files relating to changes in data for all children e.g address, phone
- Texting parents/carers
- Comply with all GDPR compliance

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.

CHILDREN AND LIFELONG LEARNING – HR SERVICES

- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

CHILDREN AND LIFELONG LEARNING – HR SERVICES

**Person Specification
Clerical Assistant (Resources)
Level 1**

Essential Criteria	Measured By
Experience <ul style="list-style-type: none">• General clerical/administrative work.	AF/I
Qualifications/Training <ul style="list-style-type: none">• Good numeracy and literacy skills.	I
Knowledge/Skills <ul style="list-style-type: none">• Good understanding and ability to use relevant equipment/technology.• Keyboard/computer skills.• Ability to work constructively as part of a team.• Ability to relate well to children and to adults.• Good organising and prioritising skills.	AF/I

