

JOB DESCRIPTION

TITLE: Clerical Assistant (2)

SCHOOL:

RESPONSIBLE TO: School Secretary/Officer Manager/Finance Officer

GRADE: L2

PURPOSE OF POST: To provide clerical, administrative and financial support to the school office.

ORGANISATION CHART: Secretary/ Finance Officer/Office Manager
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Clerical Assistant

PRINCIPAL RESPONSIBILITIES:

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1. Maintain the financial and administrative systems within the school office. These include procedures associated with the school fund, processing invoices, maintaining petty cash, ordering stationery and other resources as requested.
2. Maintain computerised systems for pupil data, achievement records, admissions and attendance; verifying data, identifying and rectifying anomalies and producing all reports and management information as required. In relation to pupil absence, make initial contact with parents on issues of non attendance.
3. Staff the school switchboard and reception responding to queries from parents and visitors, taking messages and passing calls to colleagues effectively and efficiently.
4. Undertake word processing of school correspondence, policies, procedures and documents to support the Headteacher and teaching staff of the school, ensuring that deadlines are met and confidentiality maintained at all times.
5. Support class teachers with photocopying, organisation of resources, and other administrative requirements.
6. Provide cover, as requested in the medical room, contacting parents in the event of injury, sickness, administering basic first aid and maintaining all necessary records.
7. Undertake general clerical duties including opening and distribution of mail, filing, photocopying, faxing, e mailing etc.
8. Make organisational arrangements as required such as those in relation to school visits and trips, school photographer, medical checks.
9. Undertake any admin responsibilities under the direction of the Business Manager.

DIMENSIONS:

Supervisory Management: N/A

Financial Resources: School fund

Physical Resources: Computer, computer systems, other office equipment.

Other: N/A

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

Physical Effort: N/A

Working Environment: N/A

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'CVs will not be accepted for any posts based in schools.'

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u> .				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable work experience in a general office environment including working within administrative and financial procedures.	1,2	Some experience of using Microsoft Office, including Word.	1,2
	Demonstrable experience of using word-processing, spreadsheets, databases and IT packages.	1,2	Experience of working in a school environment.	1,2
Skills/Abilities	Able to follow and work within procedures and guidelines.	1,2		
	Able to deal helpfully, politely and tactfully with colleagues, parents, pupils and senior management.	1,2		
	Able to check information and maintain accurate records.	1,2		
	Able to add, subtract, multiply and divide, and reconcile expenditure figures.	1,2		
	Able to write straightforward letters and read instructions.	1,2		
	Able to use initiative within defined procedures	1,2		
	Able to manage own workload and meet deadlines, which may at times be competing.	1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,5		
Competencies	Able to form appropriate relationships with young people	1,2		
Equality Issues	Able to recognise some forms of discrimination, which commonly exist.	1,2		
Specialist Knowledge			Some knowledge of SIMS database.	1,2
			First aid certificate, or willingness to train.	1,2,4
Education and Training	RSA Stage 2 or equivalent qualification or equivalent experience.	1,4		

Other Requirements	Willing to adjust at short notice, the tasks and activities undertaken to meet the changing demands and priorities during work periods.	1,2		
		1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

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