



Job Specification

Job Title: Clerical Officer (generic)
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Grade: G3	Job Evaluation Code: GS5548
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Reporting to: Headteacher or Line Manager nominated by the Headteacher	
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Location: Townville Academy

Workstyle: Workplace based

Overall Purpose of the Post:

Under the direction/instruction of senior staff, provide routine general clerical, administrative, financial support to the school.

Requirements for the post.		
	Essential	Desirable
Qualifications/ Training	Induction/basic skills Level 2 Numeracy/ Literacy skills or willingness to work towards this	Support Work in Schools (SWiS) Level 2
Knowledge	Good Numeracy/ Literacy Skills Good understanding and ability to use relevant technology e.g. photocopier Keyboard/computer skills Understanding school roles and responsibilities and your own position within these Appropriate knowledge of First Aid	
Experience	General clerical/administrative work	Worked in a school
Physical Skills	Routine clerical skills involving use of keyboard and mouse	
Competencies and other skills required	Ability to relate well to children and adults Participate in development and training opportunities Work constructively as part of a team	

Key Outcomes/ Activities

Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist Senior Administrative Officer with attendance, where needed take action on phone calls to parents and follow up
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.

Administration

- Provide routine clerical support e.g. photocopying/ reprographic services, filing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake routine administration e.g. registers/school meals

Resources

- Operate office equipment e.g. photocopier, computer
- Order supplies
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record dinner money

Responsibilities

- 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
- Be aware of and support difference 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

Other duties commensurate with the grade of the post as directed by the Headteacher.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

None

Financial:

Undertake routine financial administration e.g. collect and record dinner money

Physical:

Effective use of resources

Arrange secure storage of supplies

Customers and Clients:

Provide face to face reception service dealing with children and visitors to the school e.g. parents.

Working Conditions:

Office based.

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure