

JOB DESCRIPTION

Job Title: Senior Clerical Assistant
School: Lostock Primary School
Line Manager: School Business Manager

Core purpose of the job:

- To provide administrative and organisational support for staff and the school under the instruction or guidance of teaching and or senior staff.
 - Provide general clerical, administrative and financial support to the school.
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Key duties and activities

Organisation

- Undertake reception duties, including answering the telephone, responding to face-to-face enquiries, and signing in visitors.
- Assist with pupil first aid and welfare duties, including caring for sick pupils and liaising with parents and staff as required.
- Assist with arrangements for school trips, events, and other activities.

Administration

- Provide routine clerical and administrative support, including photocopying, filing, emailing, completing standard forms, and responding to routine correspondence.
- Maintain manual and computerised records and management information systems.
- Produce lists, information, and data as required, including pupil data.
- Undertake typing, word processing, and other IT-based tasks.
- Carry out administrative procedures.
- Maintain and collate pupil information.

Resources

- Operate office equipment and ICT packages, including Word, Excel, databases, spreadsheets, and internet-based systems.
- Provide general information and support to staff, pupils, parents, and visitors as required.
- Undertake general financial administration, including school fund administration and banking duties.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, GDPR, confidentiality, and data protection, reporting any concerns to an appropriate person.
- Contribute to the overall ethos, aims, and work of the school.

- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team. This job description will be kept under review and may be amended via consultation with the individual, Trustees, local governing committee as required. Trade union representation will be welcomed in any such discussions.

PERSON SPECIFICATION

Job Title: Senior Clerical Assistant

Skills and Knowledge	Essential	Desirable
Basic awareness of first aid	X	
Effective use of ICT packages	X	
Good keyboard skills	X	
Participate in development and training opportunities	X	
Ability to relate well to children and adults	X	
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	X	
To be able to identify opportunities to ensure tasks are completed within specified timeframes	X	
Good numeracy and literacy skills	X	
Ability to build and maintain successful relationships with pupils and treat them consistently, with respect and consideration and demonstrate concern for their development as learners	X	
Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work	X	
Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	X	
Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning	X	
Able to improve their own practice through observations, evaluations and discussion with colleagues	X	
Understanding of other basic technology, video, photocopier, computer	X	
High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements		

Experience, Qualifications, Training	Essential	Desirable
NVQ Level 2 or equivalent qualification or experience in relevant discipline		X
Previous experience working in a school		X

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.