

SOUTH GLOUCESTERSHIRE COUNCIL

DEPARTMENT FOR CHILDREN AND YOUNG PEOPLE : SCHOOLS

JOB DESCRIPTION

JOB TITLE: CLERICAL ASSISTANT (Primary/Special Schools)

GRADE: H 12

1. JOB PURPOSE

Under the general supervision of the Senior School Administrator, to undertake a range of general clerical duties to support the school administration, including financial administration.

2. MAIN DUTIES

- a) To undertake defined clerical tasks, in accordance with set procedures (processing) e.g. a) completion of standard returns.
b) to receive and bank dinner money.
- b) To undertake word processing tasks as necessary. This will include the production of letters, reports, charts, lists, worksheets and other documents and materials required in school.
- c) To carry out and maintain filing and other record keeping requirements, including inputting to and updating of computer databases/spreadsheets.
- d) To undertake routine clerical tasks and reprographic requirements in order to support the administrative processes carried out in the school office.
- e) To participate in the telephone and reception service in accordance with school security procedures regarding access and entry to the premises, dealing with personal and telephone callers in a courteous and efficient manner. Intercepting difficult callers and making subsequent decisions on access and entry or referral to a more senior officer.
- f) The postholder will be expected to act as an adult role model and support school policies when dealing with students or visitors to the school.

3. DIMENSIONS

No. of Pupils:

No. of Staff:

Size of delegated budget: £ p.a.

4. JOB CONTEXT

The postholder will be the main provider of clerical services to support the general school administration. In addition to the main duties listed, work will also be generated by Senior colleagues in the school.

5. SUPERVISION AND WORK PLANNING

The postholder will receive general direction and supervision from the Senior School Administrator but will be expected to organise their own work following set procedures.

6. PROBLEMS AND DECISIONS

Recognising variations to the accepted pattern of work or other unusual aspects and to bring these to the attention of the Senior School Administrator. The post-holder is not empowered to vary the established procedures.

7. CONTACTS

The postholder will be required to establish good working relationships with all school staff, while being sensitive to confidentially requirements. There will also be contact with pupils, parents, governors, school visitors, suppliers and contractors.

8. KNOWLEDGE, EXPERIENCE AND TRAINING

Essential

A good level of general education normally evidenced by a minimum of 3 GCSEs (including Maths and English) at Grade C or above or other equivalents.

Word processing skills and experience with a minimum requirement of 35 w.p.m.

Good interpersonal skills.

Desirable

The postholder will normally have some previous clerical experience, preferably in a related environment.

9. PHYSICAL EFFORT

Working in a normal office environment.

No specific requirements.

10. WORKING ENVIRONMENT

Most work will be undertaken in and around the school office. This is a busy environment owing to the layout of the school buildings and the nature of the work, which may lead to a high level of interruptions on a daily basis.

11. EQUIPMENT

Computer, photocopier and other office equipment.

12. GENERAL

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out. It is assumed that other duties of a similar level/nature undertaken within the school are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes; appropriate training will be given to enable the postholder to undertake this new/varied work. Variations may include temporary duties in the absence of other staff to ensure the smooth running of the school's administrative system.

13. SPECIAL NOTES OR CONDITIONS

The postholder will be subject to an enhanced Criminal Records Bureau check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection and behaviour management policy.

Date