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| Job Description |

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| Job Details |
| **School Name** | St James CE Primary School  |
| **Job Title** | Clerical Assistant |
| **Grade** | Grade B |
| **Primary Purpose of Job** | To provide administrative and organisational support for staff and the school under the direction or instruction of teaching and senior staff.  |
| **Responsible to** | Senior Administrative Assistant/Chief Finance Officer |
| **Responsible for** | Not Applicable |
| **Principal Responsibilities** | Provide general clerical, administrative financial support to the school. |

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| Main Duties |
|  | OrganisationUndertake reception duties, including answering the telephone and face to face enquiries and signing in visitors. |
|  | Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents and staff etc. |
|  | Assisting with arrangements for visits by school nurse, photographer etc. |
|  | AdministrationProvide routine clerical support e.g. photocopying, filing, faxing, email and the completion of routine forms. |
|  | Maintain manual and computerised records/management information systems as appropriate. |
|  | Undertake typing, word-processing and other IT based tasks. |
|  | Undertake routine administration e.g. distribution and collection of registers and the administration surrounding school meals etc. |
|  | ResourcesOperate office equipment e.g. photocopier, computer, fax machine. |
|  | Arrange orderly and secure storage of supplies. |
|  | Undertake routine financial administration, e.g. collect and record money. |
|  | ResponsibilitiesBe aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, GDPR, confidentiality and data protection, reporting all concerns to an appropriate person. |
|  | Contribute to the overall ethos, work and aims of the school. |
|  | Appreciate and support the role of other professionals. |
|  | Attend and participate in relevant meetings as required. |

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

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| Version Control |
| **Job Description prepared by:** | School’s HR |
| **Job Description updated:** | 01 October 2018 |

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| Person Specification |

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| Job Details |
| **School Name** | **St James CE Primary School**  |
| **Job Title** | Clerical Assistant |
| **Grade** | Grade 2 |

## Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

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| Skills and Knowledge | Method of Assessment |
|  | Basic awareness of first aid. | Application Form / Interview |
|  | Good understanding and ability to use relevant technology e.g. photocopier. | Application Form / Interview |
|  | Basic computer and keyboard skills. | Application Form / Interview |
|  | Participate in development and training opportunities. | Application Form / Interview |
|  | Ability to relate well to children and adults. | Application Form / Interview |
|  | Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. | Application Form / Interview |
|  | To be able to respond to management instruction to ensure tasks are completed within specified timeframes | Application Form / Interview |
|  | Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners. | Application Form / Interview |
|  | Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work. | Application Form / Interview |
|  | Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice. | Application Form / Interview |
|  | Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning. | Application Form / Interview |
|  | Able to improve their own practice through observations, evaluations and discussion with colleagues. | Application Form / Interview |
|  | Good numeracy and literacy skills. | Application Form / Interview |
|  | CompetenciesPlease note the school’s competencies, which are considered to be essential for all roles, are in the attached Core Competencies document. | Interview |

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| Experience, Qualifications and Training | Method of Assessment |
|  | Willingness to participate in relevant training and development opportunities. | Application Form / Interview |

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| Work Related Circumstances | Method of Assessment |
|  | High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements. | Application Form / Interview |
|  | This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service. | Application Form / Certificate |

## Stage Two

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

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| Skills and Knowledge | Method of Assessment |
|  | Understanding of other basic technology, video, photocopier, computer | Application Form / Interview |

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| Experience, Qualifications and Training | Method of Assessment |
|  | NVQ Level 1 or Level 2 or equivalent qualification or experience in relevant discipline. | Certificate / Application Form / Interview |

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| Version Control |
| **Person Specification prepared by:** | School’s HR |
| **Person Specification updated:** | 01 October 2018 |

# Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

**Developing Self and Others**

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality and Diversity**

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

**Health and Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.