

**Department for Children, Young People & Culture**

**Supply Clerical Assistant**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title**: Supply Clerical Assistant | | | |
| **Department**:  Children, Young People & Culture | | **Post No**: | |
| **Division/Section**:  Children’s Supply Service | | **Post Grade:** Dependent upon duties | |
| **Location**: Various | | **Post Hours**: Dependent upon school/service | |
| **Special Conditions of Service**: | | | |
| **Purpose and Objectives of Post**:  **Under the direction/instruction of senior staff provide routine general clerical and administrative support to schools and services.** | | | |
| **Accountable to**: Executive Director of Children’s Services | | | |
| **Immediately Responsible to**: Head Teacher/Head of Service | | | |
| **Immediately Responsible for**: | | | |
| **Relationships: (Internal and External)**  Governors  Head Teacher  Staff in schools  Parents  Pupils  Local Authority Officers  Other outside agencies | | | |
| **Control of Resources**:  Office equipment – photocopier, computer, fax. Maintain stationery, materials and general office supplies | | | |
| **Duties/Responsibilities**:  **Level 1:**   * To collect and accurately record all money for school trips, charity events etc and balance to appropriate lists. * To collect, accurately record and balance dinner and milk money. * Undertake basic bookkeeping of, for example, school fund, petty cash, school trips, photographs, postage, telephone calls and the balancing of such funds. * To undertake reception duties, answering routine telephone and face to face enquiries. * To undertake pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff in accordance with School Procedure. * Provide routine clerical support e.g., photocopying, filing, faxing, emailing, completing routine forms * Maintain manual and computerised records/returns/management information systems. * Undertake typing, word-processing and other IT based tasks including the production of letters, reports and schedules and operate relevant equipment/ICT packages e.g. excel, databases, spreadsheets, and internet duties. * Sorting and distributing internal and external mail. * Collation of registers and the completion of various returns as required by the Dfes and LEA. * To 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 (as named in the policy concerned). * Appreciate and support the role of other professionals. * Contribute to the school ethos, aims and the development/improvement plan. * Attend relevant meetings as required.   **Level 2:**  **All of the above duties plus criteria below:**   * Make arrangements for school trips, events etc. as directed. * Respond to routine correspondence. * Produce lists/information/data as required. E.g. pupil data * Maintain and collate pupil reports including basic information and that routinely required by the LEA and Dfes. * Undertake routine administration of school lettings and other uses of school premises. * Take notes/minutes of meetings as required. * Respond to queries from staff, pupils and parents. * Maintain stock and supplies, cataloguing and distributing as required. * Operate uniform/snack or other school ‘shops’ within school. * Undertake general financial administration e.g. processing orders, preparing statements for individual budget holders. * Under the direction of the Head teacher, organise supply cover   **Level 3:**  **All of the above duties plus criteria below:**   * To be responsible for the systems and general management of the school’s administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerization of the administration of the accounting and record system, including desk top publishing. * To provide for the preparation and production of all school records and publications. * To monitor all accounting procedures and resolve any problems. * To be responsible for the security of monies according to School/Council policies. * To be responsible for the preparation, updating and monitoring of staffing and budget information ensuring that the relevant Authority staff are notified of changes and concerns. * Provide general advice and guidance to staff, pupils and others on administrative matters. * To be responsible for verifying the identities of new staff for CRB checks and ensuring all forms are sent to Personnel. * To provide day to day supervision of admin/clerical staff as necessary. * Liaise with contract staff, conducting safety checks by verifying various staff identities. * More long term placements may include alerting the Head teacher/Business Manager to any concerns through monthly monitoring systems. * Other aspects which may be expected are the ordering, processing and payment of all goods and services provided to the school. * To be responsible for the operation of bank accounts, ensuring that a full reconciliation is undertaken at least once per month. * To maintain an assets register. * To prepare invoices and collection of fees and other dues. * To 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 (as named in the policy concerned). Being aware of the premises of the school and any allowances around this for staff or pupils.   As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.  Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.  The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.  As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.  Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired.  (See paragraph 203 of supplemental Conditions of Service) | | | |
| **Job Description**  **prepared by:** | **Sign:** | | **Date:** |
| **Agreed correct**  **by Post holder:** | **Sign:** | | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | | **Date:** |



**Department for Children, Young People & Culture**

**Person Specification**

**SUPPLY CLERICAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **CORE BEHAVIOURS FOR THE POST (Please tick those relevant)** | | | |
| Commercial Thinking & Analysis |  | Planning |  |
| Customer Service | **√** | Developing Self & Others | **√** |
| Delivering Results | **√** | Teams, Networking & Partnerships |  |
| Values, Ethics & Diversity | **√** | Adapting to Change |  |
| Delivering a Quality Service(Continuous Improvement) | **√** |  |  |

|  |  |  |
| --- | --- | --- |
| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | | |
| Possess a good standard of numeracy and literacy? (GCSE or level 2 equivalents in English and Maths). | **√** |  |
| ECDL qualification (or equivalent). Any other relevant qualifications to this role. | **√** |  |
| **Skills and Abilities** | | |
| Ability to communicate well in written and verbal form and have a good telephone manner. | **√** |  |
| Good I.T. Skills – ability to use Office packages such as Microsoft Word, Excel, Windows XP and e-mail. | **√** |  |
| Ability to promote a positive ethos and role model positive attributes. | **√** |  |
| Good personal numeracy and literacy skills. | **√** |  |
| To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. | **√** |  |
| Ability to prioritise and organise a workload and to work on own initiative. | **√** |  |
| **Experience** | | |
| Experience of working within a school either on a paid or voluntary basis. | **√** |  |
| Recent experience of general clerical/administrative work. | **√** |  |
| Experience of building effective working relationships with all pupils and colleagues. | **√** |  |
| Experience of working effectively within a team environment, understanding clerical roles and responsibilities. | **√** |  |
| Cash handling experience and book keeping skills. |  | **√** |
| Experience of being able to take notes/minute taking. |  | **√** |

Employees of Bury Council have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.