|  |
| --- |
| Job Description |
| **Post Title** Clerical Assistant **-** Level B **Post No: Grade:** Scale 2**Directorate:** Children & Young People **Service**: Schools**Responsible to:** Headteacher**Responsible for:** No responsibility for staff**Functional links with:** [Posts in own and other departments] [Outside organisations] |
| **Main purpose of the job:** [Focus on and highlight the central core of the job, scope and objectives two or three sentences only]To provide an efficient and effective clerical support service for the Headteacher and staff of the school |
| **Major Duties and Responsibilities:** [List main job areas and key responsibilities-unlikely to be more than six or so]1. Clerical & word processing support duties
2. Reception and hospitality
3. Pupil admin records
4. Capitation & dinner money
5. Statistical returns
 |
| **Resources:** [For which you are personally and identifiably accountable, e.g. plant, equipment, vehicles, property, Cash] |

|  |
| --- |
| **Job Activities:** [Describe job activities and outline how, when and where the activity is done]Concrete expressions should be given to each activity rather than the shopping list syndrome, e.g. the type of decisions / recommendations; the type, content, degree of creativity; the range of skills required:1. To provide clerical and word processing support to the Headteacher and school staff. This includes word processing, filing, photocopying, telephone duties and the provision of hospitality
2. To act as the first point of contact for visitors/telephone enquiries, providing general advice, information, assistance where possible and redirecting as required
3. To assist in the enrolment procedure, checking/filing pupil records and updating the school's admissions registers (computerised and manual), maintaining class and dinner registers as necessary ensuring that all records are up to date
4. To maintain accounts for capitation and dinner monies. To balance books and complete summary sheets
5. to ensure the completion of statistical returns
	1. Local Authority / DCF returns
	2. Weekly / Monthly returns eg staff absence, attendance
	3. Records of transport and complete taxi returns for children who have transport to school
6. To process requisition orders, to maintain a record of orders passed and placed with suppliers
7. To receive and distribute blue bag deliveries, ensuring the preparation/posting of outgoing mail
 |
| **Signed by: Post holder:** **Line manager: Date:** **Job Assessor** (If required) |