

# Job Profile

## Clerical Officer

### Level 3



<b>Job purpose:</b>	Under the direction of senior staff provide general administration and/or financial support to the school.		
<b>Reporting to:</b>	Headteacher/Chief Finance Officer/Senior Administrator		
<b>Responsible for - Staff</b>	None		
<b>Liaising with:</b>	Headteacher, other members of staff – teaching and support staff, parents, other stakeholders		
<b>Grade of post:</b>	G3	<b>Gauge ref:</b>	A23225
<b>Disclosure level:</b>	Enhanced		

#### Job Outline

- To provide general clerical and/or administration support including the administration of school lettings if required.
- To take notes/minutes of meetings as required.
- To undertake general financial administration and basic bookkeeping as required
- Maintain and update manual and computer records to include management information systems.
- To order equipment as requested
- To respond to general enquiries from staff, pupils, parents and visitors and to undertake reception duties as required.
- To sort and distribute internal and external mail.
- To schedule visits to the school by outside agencies and linked schools
- The jobholder may be required to undertake pupil first aid/welfare duties including liaising with parents/carers and staff.

#### Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available

To continue personal development in the relevant area

To participate in the staff review and development appraisal process

#### Health and Safety Training

To undertake Health and Safety Training on areas within the designated work area

# Person Specification

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#### A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of using a range of computer packages i.e. Word, EXCEL	E		A, I, T
Experience of undertaking a range of routine clerical tasks	E		A, I
Experience of undertaking basic financial procedures		D	A, I, T
Experience of using internet, sending/receiving email	E		A, I
Previous experience of working with children of a relevant age		D	A, I

#### B. Training and Qualifications

	Essential	Desirable	Source
5 GCSEs A-C including Maths and English	E		A, I
NVQ level 2 in Business Administration or relevant equivalent qualification/experience or willingness to work towards it		D	A, I
Willingness to obtain basic first aid certificate		D	I

#### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of general office procedures	E		A, I
Understanding of general financial procedures		D	A, I
Knowledge of school related office procedures		D	A, I
Knowledge of working within a school setting or learning resource facility		D	A, I

## D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Ability to work under supervision and as a team member	E		A, I
Ability to complete tasks to deadlines	E		A, I
Good communication skills to respond to general enquiries	E		A, I
Ability to work effectively as part of a team and individually	E		A, I, R
Ability to take messages accurately and pass them on to the relevant person	E		A, I
Ability to respond to and resolve routine problems	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I

## E. Legal Issues

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I