

## **JOB DESCRIPTION FOR CLERICAL ASSISTANT (GRADE GR2)**

### **JOB PURPOSE:**

Under the direction/instruction of senior staff: to provide routine general clerical and administrative, financial support to the school.

### **DUTIES:**

#### Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assisting with arrangements for visits by school nurse, photographer, etc.
- Phoning parents, stakeholders, etc., to assist in the smooth running of the office.

#### Administration

- Undertake routine financial administration e.g. collect and record dinner money. Monitor payments.
- Provide routine clerical support e.g., photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Distribute mail
- Undertake routine administration e.g. registers/school meals

#### Resources

- Operate office equipment e.g. photocopier, computer
- Arrange orderly, secure storage of supplies and stock take

### **RESPONSIBILITIES**

- 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.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

### **Adherence to the ethos of the school**

- To promote the agreed vision and aims of the school; observe all policies adopted by the governing body of the school; observe all guidelines in the staff handbook and those issued by the head teacher or any member of staff with delegated responsibility
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
  
- Any other duties commensurate with the grade and experience as requested by the Head Teacher

DUE IMPORTANCE WILL BE GIVEN TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AS OUTLINED IN THE SCHOOL'S SAFEGUARDING POLICY. OBSERVANCE OF THE SCHOOL'S EQUALITY POLICY WILL BE REQUIRED. THESE POLICIES ARE AVAILABLE ON THE SCHOOL WEBSITE.

**SUPERVISION RECEIVED:**

**Supervising Officer's Job Title:** School Business Manager

LEVEL OF SUPERVISION

1. ~~Regularly supervised with work checked by supervisor~~
2. Left to work within established guidelines subject to scrutiny by supervisor
3. ~~Plan own work to ensure the meeting of defined objectives~~

**SUPERVISION GIVEN:** (excludes those who are **indirectly** supervised i.e. through others) **NONE**

**Review and Amendment**

This job description is normally subject to annual review. It may be amended at any time at the request of the Head Teacher or the office assistant. It will be signed if agreement is reached.

**Complaints**

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job Description issued  
After consultation by

Copy agreed and received by

\_\_\_\_\_  
(Head Teacher)

\_\_\_\_\_  
(Clerical Assistant)

Date.....

Date.....