

Job Description

Job Title: Clerical Assistant

Salary Scale Point: Grade 2

Relationships: The Clerical Assistant will be directly responsible to the School Business Administration Team Lead

Purpose of the Job: To provide clerical and general support to the School Business Support Team

Main Duties and Responsibilities

Generic Responsibilities

- Uphold the Code of Conduct of the School.
- To carry out any other duty which is deemed reasonable by the Head Teacher or line manager.
- Be aware of and comply with policies and procedures especially those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 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.
- Adopt confidentiality at all times.

Reception

- Providing a warm welcome to all. Dealing with face to face enquiries in an efficient and professional manner.
- Ensuring that all messages are dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly.
- To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e. signing in, issuing of identification badges.
- Providing information and support to other staff members as required.
- Providing hospitality for visitors.
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.
- To carry out any other duty which is deemed reasonable by the School Business Administration Team Lead.

Administrative

- Responsible for the collation of children's school meal orders, communicating with catering staff and preparation and distribution of weekly menus.
- To input details of meals taken onto ParentPay and supplying weekly report to catering staff.
- Photocopying and routine reprographics and associated administration duties.
- Filing.
- Any other administrative duties which may arise from time to time.
- Telephone cover when required.
- To carry out any other duty which is deemed reasonable by the School Business Administration Team Lead.

Person Specification

Criteria	
Qualification	<ul style="list-style-type: none"> • Ability to deliver good consistent customer service • Enhanced DBS and relevant disclosures
Experience,	<ul style="list-style-type: none"> • Working knowledge of relevant policies / procedures / codes of practice /

<p>Knowledge and Skills</p>	<p>legislation, including Data Protection and Child Protection</p> <ul style="list-style-type: none"> • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Excellent communication and organisational skills • Ability to organise own workload and determine priorities within the working day • Ability to handle sensitive and confidential information and issues appropriately • Ability to self-evaluate learning needs and actively seek CPD • Good time management skills
<p>Professional and Personal Qualities</p>	<ul style="list-style-type: none"> • Warm and approachable manner with good inter-personal skills • Ability to organise and prioritise own workload. • Ability to manage time effectively and work to deadlines. • A collaborative team member • Ability to demonstrate the school's core Christian Values. • A willingness to contribute to the wider life of the school

Special Conditions

The post holder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Child Protection and Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the School as identified within the School's strategic plan and in consultation with the post holder.

.....

.....

Signed by Miss S Porter

Signed by

for and on behalf of

Leckhampton C of E Primary School

Date

.....

Leckhampton C of E Primary 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.