

## Federation of Fountains Earth and St Cuthbert's CE Primary Schools

### JOB DESCRIPTION

<b>POST: Clerical Assistant</b>	
GRADE: Band 3 (scp 7-9)	
RESPONSIBLE TO: Business Manager / Headteacher	
STAFF MANAGED: None	
POST REF:	
<b>JOB PURPOSE:</b>	To provide an administrative support service to the Headteacher and the school to ensure the smooth running of the school on a daily basis. The job holder works under supervision and/or their work is subject to checks and controls.
<b>JOB CONTEXT:</b>	Works within the busy environment of the school office managing the administration for the school, providing an administrative, reprographics, cash handling and reception service, where excellent organisational skills are essential to cope with the demands of having to deal with a variety of tasks.  Enhanced DBS clearance required
<b>The job will involve:</b>	<ul style="list-style-type: none"> <li>◆ Basic administration tasks including: photocopying, diary management, ordering stationery, typing of correspondence, filing, ordering of office supplies, simple data input and record keeping, taking messages and passing on information to other people.</li> <li>◆ Working from instructions and undertaking routine tasks but some activities may require interpretation of information or straightforward problem solving for example answering basic telephone queries. More complex issues would be referred to a supervisor/manager.</li> <li>◆ Exchanging information with others both orally and in writing, e.g. office reception duties.</li> <li>◆ Responsibility for financial resources involves either the handling of small amounts of cash or the processing of cheques, invoices or equivalent.</li> </ul>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	<ul style="list-style-type: none"> <li>• File, sort and index paperwork, including incoming and outgoing post, transmit documents and photocopy.</li> <li>• Compile standard letters, documents, orders and lists as directed by the Business Manager or Headteacher.</li> <li>• Undertake simple finance and statistical tasks, e.g. collect and bank dinner/school trip money (cash/cheques) and recording money received on the appropriate system</li> <li>• Maintain and update all necessary records using manual and computerised systems and check entries.</li> <li>• Assist in the collation of materials e.g. School brochures</li> <li>• Maintain a diary of appointments and activities for the Headteacher and the school.</li> <li>• Assist the Business Manager in wages and salary administration and distribution which may involve liaison with the Local Authority offices.</li> <li>• Assist with booking supply cover for absent teachers and keeping a record of work carried out.</li> <li>• Administer basic first aid and contacting parents in the event of an accident or incident involving their child.</li> <li>• Record accidents in accident book.</li> <li>• Report concerns and obtain support for any issues raised.</li> <li>• Redirect customers to other staff for specialist support as</li> </ul>

	appropriate
Communications	<ul style="list-style-type: none"> <li>• Undertake reception duties; act as first point of contact in response to telephone and face to face enquiries.</li> <li>• Communicate effectively with other staff, visitors, pupils and their families/carers.</li> <li>• Attend staff meetings and training days by agreement with the Headteacher.</li> </ul>
Resource management	<ul style="list-style-type: none"> <li>• Participate in the schools performance management scheme.</li> <li>• Monitor stationery stock levels, place orders as appropriate and check incoming orders.</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Highlight additional training and supervision needed to build on your skills and knowledge.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Maintain and update all necessary records using manual and computerised systems and check entries.</li> <li>• Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>• Share information appropriately – in writing, by telephone, electronically and in person.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>• Be aware of and implement your health &amp; safety responsibilities as an employee and where appropriate any additional specialist or managerial health &amp; safety responsibilities as defined in the Health &amp; Safety policy and procedure.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li>• North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</li> </ul>
Customer Service	<ul style="list-style-type: none"> <li>• The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>
Date of Issue:	

## PERSON SPECIFICATION

### JOB TITLE: Clerical Assistant (Band 3)

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Some knowledge of administration and office systems</li> </ul>	<ul style="list-style-type: none"> <li>• Training will be given on school specific systems</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Some clerical or administrative experience</li> </ul>	<ul style="list-style-type: none"> <li>• Cash handling experience</li> <li>• Some experience of working in a school office</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>• Computer literate</li> <li>• Interpersonal and communication skills</li> <li>• Numeracy and literacy skills</li> <li>• Judgemental skills</li> </ul>	
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Literacy and numeracy qualification e.g. Level 2 qualification or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate first aid training – training will be given upon appointment if necessary</li> </ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>• Attention to detail, neatness and accuracy</li> <li>• Organisational skills</li> <li>• Ability to work successfully in a team</li> <li>• Confidentiality</li> <li>• A positive, compassionate communication style</li> </ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>• To be committed to the school's policy and ethos.</li> <li>• To be committed to Continual Professional Development.</li> <li>• Motivation to work with children and young people.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Enhanced DBS clearance required</li> </ul>	
<b>Equal Opportunities</b> <ul style="list-style-type: none"> <li>• To assist in ensuring that NYCC's equalities policies are considered within the school's working practices in terms of both employment and service</li> </ul>	

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delivery.	

