JOB DESCRIPTION

Job Title: Clerical Assistant

Grade: GR2

No of Posts: 1

1.0 JOB PURPOSE:

1.1 Responsible to the Senior Office Manager for the provision of full clerical and general non-teaching support to the school.

2.0 DUTIES AND RESPONSIBILITIES:

2.1 General administrative duties including photocopying, word processing, laminating and stock ordering
2.2 General typing and data entry
2.3 General non-teaching assistance including display work and clerical support to teachers
2.4 Telephone and reception duties
2.5 Preparation and maintenance of files and pupil records
2.6 Collection of income and the maintenance of appropriate records
2.7 Dealing with deliveries and enquiries from staff, parents, trades people, etc.
2.8 Preparation of returns and records
2.9 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2.10 To ensure all tasks are carried out with due regard to Health and Safety
2.11 To undertake appropriate professional development including adhering to the principle of performance management.
2.12 To adhere to the ethos of the school
   2.12.1 To promote the agreed vision and aims of the school
   2.12.2 To set an example of personal integrity and professionalism
   2.12.3 Attendance at appropriate staff meetings and parents evenings
2.13 Any other duties as commensurate within the grade in order to ensure the smooth running of the school
2.14 The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English is essential for the post

OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED
3.0 **SUPERVISION RECEIVED:**

4.1 **Supervising Officer’s Job Title:** Senior Office Manager

4.2 **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

4.0 **SUPERVISION GIVEN:** (excludes those who are *indirectly* supervised ie through others)

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No of Posts</th>
<th>Level of Supervision (as in 3.2 above)</th>
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</thead>
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- Use 1, 2 or 3 as in 3.2

5.0 **SPECIAL CONDITIONS:**

5.1
**PERSON SPECIFICATION**

**Job Title:** Clerical Assistant  

**Grade:** GR2  

**No of Post:** 1  

**Method of Assessment (M.O.A.)**  
A.F. = Application Form;  
I = Interview;  
T = Test or Exercise;  
P = Presentation  

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tbody>
<tr>
<td><strong>EXPERIENCE</strong> (Relevant work and other experience)</td>
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<td><strong>SKILLS AND ABILITIES</strong> (Eg Written communication skills, dealing with the public)</td>
<td>Excellent written and oral communication skills. A sound level of numeracy. Confident user of MS Office.</td>
<td>AF/I</td>
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<td><strong>TRAINING</strong></td>
<td>Willingness to undertake relevant training</td>
<td>AF/I</td>
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<td><strong>EDUCATION/QUALIFICATIONS</strong> NB Full regard must be paid to overseas qualifications</td>
<td>Maths &amp; English – Grade C/GCSE equivalent</td>
<td>AF/I</td>
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<td><strong>OTHER</strong></td>
<td>Ability to work as part of a team and to adapt to changes in the workplace</td>
<td>AF/I</td>
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<td><strong>CONTRA INDICATION</strong></td>
<td>Criminal convictions involving offences against children</td>
<td>AF/I</td>
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**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY**

COMPiled BY: _________________________ DATE: _________________________  

(Shortlisting/Interviewing Panel): _______________ DATE: _________________________