



# **St Joseph's Roman Catholic High School**

## **Job Description Senior Clerical Assistant Grade C**

### **School Mission Statement**

**J**esus Christ is our family role model

**O**pening our hearts and minds to dream the impossible and achieve  
beyond our wildest imagination

**E**verybody is valued and respected

**Y**oung and old will journey together to build God's Kingdom.

**S**triving for academic excellence and celebrating success in all we do

## Job Description

|                                   |                                                                                                                                                        |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Details</b>                |                                                                                                                                                        |
| <b>School Name</b>                | St Joseph's RC High School                                                                                                                             |
| <b>Job Title</b>                  | Senior Clerical Assistant                                                                                                                              |
| <b>Grade</b>                      | Grade C                                                                                                                                                |
| <b>Primary Purpose of Job</b>     | To provide administrative and organisational support for staff and the school under the instruction or guidance of office manager and or senior staff. |
| <b>Responsible to</b>             | Office Manager                                                                                                                                         |
| <b>Responsible for</b>            | Not Applicable                                                                                                                                         |
| <b>Principal Responsibilities</b> | Provide general clerical, administrative financial support to the school.                                                                              |

|                    |                                                                                                                                                                                                                                                        |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Main Duties</b> |                                                                                                                                                                                                                                                        |
| <b>1.</b>          | <b>Organisation</b><br>To be the part of the front of house team. Reception duties, including answering the telephone and face to face enquiries and signing in visitors.                                                                              |
| <b>2.</b>          | Assist with pupil first aid or welfare duties, facilitating the care of sick pupils, liaising with parents and staff etc.                                                                                                                              |
| <b>3.</b>          | To contribute to the development and implementation of administrative services.                                                                                                                                                                        |
| <b>4.</b>          | <b>Administration</b><br>Provide routine clerical and administration support e.g. photocopying, filing, scanning, email, complete standard forms and respond to routine correspondence.                                                                |
| <b>5.</b>          | Maintain manual and computerised records and management information systems.                                                                                                                                                                           |
| <b>6.</b>          | Produce lists, information and data as required e.g. pupil data.                                                                                                                                                                                       |
| <b>7.</b>          | Undertake typing, word-processing and other IT based tasks.                                                                                                                                                                                            |
| <b>8.</b>          | Undertake administrative procedures.                                                                                                                                                                                                                   |
| <b>9.</b>          | Maintain and collate pupil information.                                                                                                                                                                                                                |
| <b>10.</b>         | <b>Resources</b><br>Operate office equipment and ICT packages (e.g. word, excel, databases, spreadsheets, internet).                                                                                                                                   |
| <b>11.</b>         | Provide general information to staff, pupils and others.                                                                                                                                                                                               |
| <b>12.</b>         | Undertake general financial administration e.g. processing invoices and orders.                                                                                                                                                                        |
| <b>13.</b>         | <b>Responsibilities</b><br>Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety and security, GDPR, confidentiality and data protection, reporting all concerns to an appropriate person. |
| <b>14.</b>         | Contribute to the overall ethos, work and aims of the school.                                                                                                                                                                                          |
| <b>15.</b>         | Appreciate and support the role of other professionals.                                                                                                                                                                                                |

## Main Duties

16. Attend and participate in relevant meetings as required.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

## Version Control

|                              |                 |
|------------------------------|-----------------|
| Job Description prepared by: | School's HR     |
| Job Description updated:     | 01 October 2018 |



## Person Specification

### Job Details

|             |                           |
|-------------|---------------------------|
| School Name |                           |
| Job Title   | Senior Clerical Assistant |
| Grade       | Grade C                   |

### Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

| Skills and Knowledge |                                                                                                                                     | Method of Assessment         |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1.                   | Basic awareness of first aid or willingness to train                                                                                | Application Form / Interview |
| 2.                   | Effective use of ICT packages.                                                                                                      | Application Form / Interview |
| 3.                   | Good keyboard skills.                                                                                                               | Application Form / Interview |
| 4.                   | Participate in development and training opportunities.                                                                              | Application Form / Interview |
| 5.                   | Ability to relate well to children and adults.                                                                                      | Application Form / Interview |
| 6.                   | Work constructively as part of a flexible team, understanding school roles and responsibilities and your own position within these. | Application Form / Interview |

| <b>Skills and Knowledge</b> |                                                                                                                                                                                           | <b>Method of Assessment</b>  |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>7.</b>                   | To be able to identify opportunities to ensure tasks are completed within specified timeframes.                                                                                           | Application Form / Interview |
| <b>8.</b>                   | Good numeracy and literacy skills.                                                                                                                                                        | Application Form / Interview |
| <b>9.</b>                   | Ability to build and maintain successful relationships with pupils and treat them consistently, with respect and consideration and demonstrate concern for their development as learners. | Application Form / Interview |
| <b>10.</b>                  | Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.                                                                     | Application Form / Interview |
| <b>11.</b>                  | Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.                                                                     | Application Form / Interview |
| <b>12.</b>                  | Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning.                                                                              | Application Form / Interview |
| <b>13.</b>                  | Able to improve their own practice through observations, evaluations and discussion with colleagues.                                                                                      | Application Form / Interview |
| <b>14.</b>                  | <b>Competencies</b><br>Please note the school's Mission and core competencies. All staff are expected to uphold these values and this is considered to be essential for all roles.        | Interview                    |

| <b>Experience, Qualifications and Training</b> |                                                                                | <b>Method of Assessment</b>  |
|------------------------------------------------|--------------------------------------------------------------------------------|------------------------------|
| <b>1.</b>                                      | Willingness to participate in relevant training and development opportunities. | Application Form / Interview |

| <b>Work Related Circumstances</b> |                                                                                                                                                                              | <b>Method of Assessment</b>    |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>1.</b>                         | High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements. | Interview                      |
| <b>2.</b>                         | This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service.                                                              | Application Form / Certificate |

### **Stage Two**

This will only be used in the event of a large number of applicants meeting the minimum essential requirements. Please try to show in your application form, how best you meet these requirements.

| <b>Skills and Knowledge</b> |                                                                 | <b>Method of Assessment</b>  |
|-----------------------------|-----------------------------------------------------------------|------------------------------|
| <b>1.</b>                   | Understanding of other basic technology, photocopier, computer. | Application Form / Interview |

| <b>Experience, Qualifications and Training</b> |                                                                               | <b>Method of Assessment</b> |
|------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------|
| <b>1.</b>                                      | NVQ Level 2 or equivalent qualification or experience in relevant discipline. | Certificate                 |

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| <b>Version Control</b> |
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