St Joseph's Roman Catholic High School

Job Description

Clerical Assistant

Grade C

School Mission Statement

Jesus Christ is our family role model

Opening our hearts and minds to dream the impossible and achieve beyond our wildest imagination

Everybody is valued and respected

Young and old will journey together to build God's Kingdom.

Striving for academic excellence and celebrating success in all we do

Job Description

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

Main Duties	
1.	**Organisation** To be the part of the font of house team. Reception duties, including answering the telephone and face to face enquiries and signing in visitors.
2.	Assist with pupil first aid or welfare duties, facilitating the care of sick pupils, liaising with parents and staff etc.
3.	To contribute to the development and implementation of administrative services.
4.	**Administration** Provide routine clerical and administration support e.g. photocopying, filing, scanning, email, complete standard forms and respond to routine correspondence.
5.	Maintain manual and computerised records and management information systems.
6.	Produce lists, information and data as required e.g. pupil data.
7.	Undertake typing, word-processing and other IT based tasks.
8.	Undertake administrative procedures.
9.	Maintain and collate pupil information.
10.	**Resources** Operate office equipment and ICT packages (e.g. word, excel, databases, spreadsheets, internet).
11.	Provide general information to staff, pupils and others.
12.	Undertake general financial administration e.g. processing invoices and orders.
13.	**Responsibilities** 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.
14.	Contribute to the overall ethos, work and aims of the school.
15.	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

Skills and Knowledge		Method of Assessment
7.	To be able to identify opportunities to ensure tasks are completed within specified timeframes.	Application Form / Interview
8.	Good numeracy and literacy skills.	Application Form / Interview
9.	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
10.	Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.	Application Form / Interview
11.	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.	Application Form / Interview
12.	Able to liaise sensitively and effectively with parents and carers recognising their role in pupil learning.	Application Form / Interview
13.	Able to improve their own practice through observations, evaluations and discussion with colleagues.	Application Form / Interview
14.	**Competencies** 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

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

Work Related Circumstances		Method of Assessment
1.	High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.	Interview
2.	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.

Skills and Knowledge		Method of Assessment
1.	Understanding of other basic technology, photocopier, computer.	Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
1.	NVQ Level 2 or equivalent qualification or experience in relevant discipline.	Certificate

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