

JOB DESCRIPTION

SCHOOL: ST JOSEPH THE WORKER PRIMARY SCHOOL

Job Title: School Clerk

Grade: Grade 1C

Directly responsible to: The Headteacher

Hours of Duty: 20 hours per week

Primary purpose of the job: To provide clerical support to the Governors, Headteacher, Staff and Pupils of the school

Main Duties and Responsibilities/Accountabilities:

1. Reception and telephone enquiries.
2. Photocopying
3. To assist the School Business Manager with the preparation of class registers / dinner orders
4. Recording lates each day, to contact parents for queries of absence (see School Policy)
5. To assist School Business Manager with banking, recording of income & counting of money
6. To assist School Business Manager with organising trips/coaches etc
7. Update data sheets when required
8. Assist the School Business Manager in the smooth running of the school office.
9. Any other duties as may be required by the Headteacher & School Business Manager.

The above job description may be amended following consultation with the Headteacher.

The postholder must carry out their duties with full regard to the City Council's Equal Opportunities, Health and Safety and Community Strategy Policies.

To contribute and demonstrate a commitment to the City Council's Crime and Disorder Reduction Strategy.

Review Arrangements:

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared/revised: 27/09/2023

Prepared by: Evelyn Clayton

Agreed by Postholder