

Bridgewater Primary School

Job Description – School Clerk

Job Title:	School Clerk
Grade:	Grade 2B (SCP 8-12)
Directly responsible to:	Strategic Director of Business & Operations
Hours of Duty:	36 hours, TTO plus 5 INSET days
	8:00am – 3:45pm Monday to Thursday 8:00am – 3:30pm Friday
Primary purpose of the job:	
To provide efficient and professional administrative support to the Headteacher, Strategic Director of Business & Operations and staff, while providing a welcoming and helpful first point of contact for parents/carers, pupils and visitors, both in person and by telephone. The postholder will undertake a varied range of administrative duties, confidently using everyday functions of Microsoft Word and Excel and the school's administrative systems. They will work collaboratively as part of a busy school office team, supporting colleagues, using initiative and taking a proactive approach to the smooth day-to-day running of the school.	
Main Duties and Responsibilities/Accountabilities:	
1	<u>Reception, Telephone and Visitors</u> - Acting as the first point of contact for parents/carers, pupils and visitors, dealing with face-to-face and telephone enquiries and directing calls or messages appropriately. - Welcoming visitors and signing them in and out using the school's electronic visitor management system (InVentry), in accordance with the school's visitor and safeguarding procedures. - Keeping visitor information on InVentry up to date. - Escorting pupils, visitors and parents/carers to classes or meetings when required.
2	<u>Administration and IT</u> - Providing general clerical and administrative support, including photocopying, filing, emailing, scanning and word processing. - Confidently using Microsoft Office, particularly Word and Excel, to produce and update everyday documents and records. - Managing and prioritising daily administrative tasks, including the Bridgewater inbox, responding promptly and following up outstanding matters. - Maintaining the school's parent communication system (ParentApps) and sending communications to parents/carers as required. - Providing routine administrative support with updating the school website. - Using the school's administrative systems confidently and adapting to new software and processes. - Undertaking relevant systems training or webinars and applying the learning to everyday tasks.
3	<u>Pupil Records and Admissions</u> - Maintaining accurate pupil and class information and electronic registers on the school database (SIMS). - Producing reports from the school database as required. - Supporting year-end and year-start processes, ensuring pupil and class information is updated accurately.

	- Administering admissions and new starters, including entering pupil information and liaising with parents/carers, staff, the Local Authority and other schools as required. - Processing pupil leavers and transfers, including transferring relevant records and documentation to receiving schools.
4	<u>Attendance and Reporting</u> - Updating attendance marks using appropriate codes and recording reasons for absence. - Sending absence messages to parents/carers and following up where required. - Running and updating daily attendance reports and providing accurate, up-to-date information to the Attendance Lead and Senior Leadership Team.
5	<u>ParentPay (Online Payments and Clubs)</u> - Maintaining the school's online payment system (ParentPay), including setting up payment items for trips, school purchases, school milk and other activities. - Processing payments and refunds, producing activation letters and completing relevant year-end processes. - Administering breakfast and after-school clubs through ParentPay, including setting up clubs and managing bookings and records. - Preparing club communications and dealing with parent/carer enquiries.
6	<u>School Meals</u> - Maintaining the school meal ordering system (Evolve) and accurate meal records for pupils and staff. - Producing activation letters and maintaining records of school meal income. - Supporting parents/carers with using the school meal ordering system, including meal arrangements and dietary requirements. - Administering Free School Meal eligibility, including checking Local Authority information and keeping pupil records accurate and up to date. - Processing school meal payment reminders and referring outstanding debts to the school's catering provider, Citywide, where appropriate. - Allocating Free School Meal vouchers to eligible pupils and supporting parents/carers with accessing vouchers where required.
7	<u>Cash and School Fund</u> - Handling and recording cash in accordance with school financial procedures. - Reconciling takings from school events and taking monies to the bank for deposit as required. - Placing authorised School Fund orders with suppliers and processing payments. - Maintaining accurate School Fund records of income and expenditure and administering petty cash. - Completing monthly School Fund reconciliations using Excel and preparing records for year-end and annual internal audit.
8	<u>First Aid and Medical Tracker</u> - Administering first aid to pupils and staff as required and contacting parents/carers where a pupil is unwell or needs to be collected from school. - Checking accident and first aid records daily on the school's accident and first aid recording system (Medical Tracker) for accuracy and completeness. - Following up accident and first aid records with staff where required. - Sending accident and injury notifications to parents/carers and escalating significant incidents or concerns appropriately. - Maintaining relevant templates and records on Medical Tracker.
9	<u>Single Central Record and Safeguarding Checks</u>

	▪ Maintaining accurate and up-to-date Single Central Record (SCR) records for agency staff and visitors where an SCR entry is required. ▪ Checking that required safeguarding documentation is in place for visitors, contractors and external professionals. ▪ Verifying photo ID on arrival and allowing access in accordance with the school's safeguarding procedures.
10	<u>Teamwork, Initiative and Accountability</u> ▪ Taking a proactive approach to duties, using initiative and taking responsibility for completing allocated tasks accurately and within agreed timescales. ▪ Working collaboratively as part of the office team, contributing to shared tasks and meeting agreed deadlines. ▪ Supporting colleagues with wider administrative duties during busy periods, office staff absence or changing demands.
11	<u>Safeguarding and Professional Responsibilities</u> ▪ Promoting and safeguarding the welfare of children and young people in accordance with school policies and procedures. ▪ Following safeguarding, child protection and health and safety procedures, and reporting any concerns promptly to the appropriate safeguarding lead. ▪ Undertaking relevant training and professional development as required. ▪ Maintaining a professional, courteous and respectful approach when dealing with pupils, parents/carers, colleagues and visitors.
12	<u>General Duties</u> ▪ Preparing and ordering refreshments for governors', staff and other school meetings as required. ▪ Assisting with setting up and clearing away rooms for meetings. ▪ Maintaining confidentiality and handling personal and sensitive information in accordance with school policies and data protection requirements. ▪ Undertaking other duties appropriate to the grade and responsibilities of the post, as directed by the Headteacher or Strategic Director of Business & Operations.

The details contained in this Job Description reflect the requirements of the post at the date it was prepared. It is recognised that, over time, the nature of the role may change. Existing duties may no longer be required and new duties may be introduced, provided these do not change the general nature of the post or the level of responsibility involved.

The Council may therefore review and revise this Job Description from time to time, in consultation with the postholder as appropriate.

Date Job Description prepared/revised:	September 2026
Prepared by:	Yvonne Hill
Agreed by Post holder:	