



The Cathedral School of St Peter and St John RC Primary

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job details

Job title:	Clerical Officer
Grade:	2B (pts 9-13)
Location of work:	The Cathedral School of St Peter and St John RC Primary
Directly responsible to:	School Business Manager and Head Teacher
Directly responsible for:	
Hours of duty:	36 hours per week – Term-time only (includes 5 inset days) plus 10 days
Primary purpose of the job:	To have responsibility for managing the school's administration under the direction of the School Business Manager and Head Teacher
Post ref no:	

Main duties and responsibilities/accountabilities

General:
<ul style="list-style-type: none"> • Reception and telephone enquiries when required. • Use of reprographic equipment. • Filing. • Administration of first aid to pupils and dealing with children i.e. informing parents. • To post mail and visit the post office when required. • Such other duties as may be required by the head teacher. • Be aware of and ensure equal opportunities for all.
Administration/Finance:
<ul style="list-style-type: none"> • To have overall responsibility for office administration, including dealing with visitors and telephone communications, dealing with post coming into and going out of school. • To manage and supervise any clerical admin staff/resource or finance clerical staff. • To be responsible for returns to the LA including monthly staff attendance, overtime, pupil attendance reports, milk returns, assessments and census return input (to be authorised by SBM/HT). • To provide word processing and other clerical support to the School Business Manager and Head Teacher, and for other staff/Governors as authorised by the School Business Manager and Head Teacher. • To have responsibility for the administration and financial organisation of school visits, book fairs etc. • To manage the school fund account records. • To use the school financial systems (FMS) to action processes and procedures to include the inputting only of invoices, inputting of orders and other actions, under strict supervision of the School Business Manager.

- To administer miscellaneous monies i.e. book fairs, charity monies where the school online payment system cannot be used.
- To be responsible for orders for milk, liaise with supplier of the free fruit scheme etc.
- To use the SIMS system as required, to maintain pupil and staff records - and to undertake relevant training.
- To provide a confidential service to the head teacher, if required.
- To manage head teacher's/school appointment diary, including updating the website diary of events &
- To have overall responsibility for all office supplies. (Head, Learning Mentor and Reception Office)
- To attend, be involved in the preparation of and play an integral role in the following scheduled events: any open afternoons, annual safeguarding CPD, Training 05090Days, parent's evenings and new intake meetings after school.
- To manage the GDPR alongside the School Business Manager and Head Teacher.
- To maintain the school single central register, and visitor safeguarding checks (DBS)

Pupils:

- To ensure all data records are inputted onto SIMS and up to date.
- To supply general information to parents.
- To administer admissions to school and to support new admissions.
- To oversee the order of and sale of school uniform and equipment.
- To prepare and maintain school registers, including Free School Meals, and liaise with the school kitchen.
- To maintain school registers on SIMS.
- To ensure SIMS records are checked and regularly updated, information is accurate & formal assessments imported - (phonics and EYFS/Y2 end of year assessments).
- To communicate with parents regarding pupil absences.
- To monitor pupil attendance and inform parents of child's attendance by way of colour coded letters.
- To liaise with the EWO, if required by SBM and/or Head Teacher.
- To deal with pupil holiday requests in conjunction with the head teacher.
- To be responsible for returns to the LA and any other outside agency if required.

Staff:

- To establish and maintain staff records.
- To liaise with HR & give advice and guidance to staff in administrative procedures e.g. sick notes, holidays, etc.
- To record all staff absences – online system to LA and SIMs inputs.
- To monitor staff absences and report to the head teacher.
- To submit monthly sickness returns to LA.
- To establish and maintain staff records.

Safeguarding

The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.

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.

To undertake any other such duties that are reasonably commensurate with the level of this post

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 school 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: March 2024

Prepared/revised by: D. Hanley

Agreed job description signed by holder: