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| St George’s CE Primary School  **Job Description** | |
| Job Title: Clerical Assistant – Level B | Salary Grade: Scale 2 point 3-4  **Hours of work:** Monday – Friday 8.00am – 12.00noon |
| **Post Reports to:** School Business Manager  **Post Responsible for:** No responsibility for staff | |
| **Main Purpose of the Job:**  To provide a comprehensive administrative and clerical support to the Headteacher, School Business Manager and other members of school. To work collaboratively with all staff and parents in order to support the well-being of the children. | |
| **Organisation**   1. To act as first point of contact for visitors to the school/telephone/email enquires. Providing general advice and information/assistant. 2. To act professional and communicate effectively to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries. 3. To organise and maintain the presentation of the Reception area and desk. 4. To ensure all visitors are signed in and out of school, in accordance with the school’s safeguarding procedures, and issued with appropriate lanyards 5. To answer all incoming calls, redirecting/taking messages as necessary and acting on instructions received. To relay messages to staff and students promptly using schools’ recognised methods. 6. To ensure the flow of communications and information through school is accurate, timely and appropriate, whilst maintaining confidentiality at all times. 7. To undertake routine clerical and administrative support duties on behalf of individual members of staff in relation to the organisation of school activities. 8. Make arrangements for visits outside providers, eg: school nurse, photographer, parents, etc. 9. To organise and maintain the schools’ electronic diary, scheduling appointments as necessary. 10. To undertake pupil first aid duties/welfare duties and liaising with parents/staff in accordance with school procedure.   **Administration**   1. To provide general clerical and administrative support to the Headteacher/School Business Manager and other school staff, for example word processing, excel, filing, receiving deliveries, photocopying, emailing, telephone duties, completing standard forms and returns to the LA and responding to routine correspondence. 2. To maintain and monitor daily attendance of pupils in a timely, accurate and efficient manner, producing reports as required by the Head Teacher and SLT. 3. To assist the school’s attendance team, as required. 4. To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure the delivery of a high level of administrative service. 5. To assist in the admissions procedure, checking/filing pupil records and updating the school’s admissions registers (computerised and manual), maintaining class and dinner registers as necessary, ensuring all records are kept up to date. 6. To produce lists, information and data as required, for example pupil data, and to maintain and collate pupil reports. 7. To demonstrate efficient and effective record keeping of staff and pupil records, using SIMS.net. 8. To manage procedure for school leavers, including collating education records, assessment data, SEN/Child protection files as appropriate, keeping records of all files sent. 9. To collate, produce and submit any statistical returns:  * Local Authority / DFE returns * Weekly/Monthly returns eg; attendance data  1. To collect and distribute incoming mail and despatch outgoing mail as appropriate. 2. To manage the school admin email account. 3. To assist with the management of the school calendar and website (updating information/events) 4. To assist and manage aspects of the arrangement for educational visit, including booking venues, transport, as requested by staff. 5. To manage record keeping for school trips, eg: payment of trips, parental consents and chasing of payments. 6. To manage record keeping for extra-curricular clubs, including payments, and providing registers for relevant staff. 7. To maintain all communication systems with parents, including via email and ParentPay, telephone, website, letters, display boards and newsletters. 8. Ensure good lines of communication exists between the school office and the rest of school, and that information is communicated to the relevant person(s). 9. To manage and maintain all aspects relating to school meals, including updating SchoolGrid when pupils arrive to school or leave, maintain dinner registers and chasing payments for school meals. 10. To assist the School Business Manager in relation to staff absences, eg: updating school calendar and SIMs.net with any staff absences.   **Financial**   1. To handle and process any monies to school, via cash/card/online payments, including maintaining records of any monies received. 2. To assist the School Business Manager and the Finance Assistant in chasing any debts to school, including school trips/clubs and Before and After-school club. 3. To assist the School Business Manager/Finance Assistant with processing orders for school 4. To assistant the School Business Manager/Finance Assistant with processing purchase orders, maintain a record of orders placed with suppliers and check delivered stock, including contacting suppliers regarding missing stock / damaged goods.   **Resources**   1. To operate relevant equipment and ICT packages (for example Microsoft Office, including word and excel, databases, email and internet)   **Responsibilities**   1. Use initiative in time management to organise own workload in order to meet deadlines. 2. To keep abreast of up to date, most efficient admin practices. 3. To effectively prioritise workload and be pro-active in problem solving. 4. To provide cover for Finance Assistant when required. 5. To be aware of and comply with policies and procedures relating to child protection, health and safety, safeguarding, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise. 6. To contribute to the overall ethos, work and aims of the school. 7. To attend and participate in relevant meetings as required, including parents evening that may occur outside of the school day. 8. Help to identify own personal development needs and to participate in training and other learning activities and performance development as required.   **General**   1. To make a positive contribution to the school, supporting and promoting its ethos, aims and development 2. To participate fully and cooperatively in school life. 3. To be aware of the need for confidentiality at all times. 4. To provide any other duty as deemed necessary by the School Business Manager/Headteacher/SLT. | |
| St George’s CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge. | |