

ELM GROVE PRIMARY SCHOOL



JOB DESCRIPTION:

Clerical Assistant

POST ACCOUNTABLE TO: Head Teacher and Governing Body
POST RESPONSIBLE FOR: General office administration

Hours of work: 20 hours per week (term time only)

PURPOSE OF THE JOB:

To provide support in all aspects of office and school administration.

DUTIES AND RESPONSIBILITIES

LEADERSHIP AND MANAGEMENT

- Share in the school's collective responsibility to ensure the safeguarding and well-being of children.

ADMINISTRATION

- Operate the entrance security system and ensure all visitors sign in and out.
- Ensure a warm welcome for all visitors to the school.
- Open, date stamp and sort post.
- Filing, photocopying, laminating, binding and general office duties.
- Make, answer and deal with telephone matters.
- Word processing of correspondence for the Head Teacher.
- Maintain good, appropriate communication with pupils, parents, staff and visitors.
- Distribution of leaflets, letters, newsletters, lost property, belongings, etc.
- Manage the receipt and input of pupil records and data into SIMS.
- Administration management of free school meals, milk, clubs and other school matters.
- Help to maintain and find information required for the equipment inventory.
- Arrange location and catering for school functions.
- Produce newsletters for parents and publish on school website.
- Prepare all paperwork and information for new admissions to the school.
- Ensure all necessary information is forwarded when a pupil leaves school.

FINANCE

- Ensure the proper collection and be responsible for the banking of monies received by the school.
- Compare different suppliers' prices for stock requests and liaise with staff to ensure best value and produce order forms for Bursar. Check stock on arrival and distribute.

HUMAN RESOURCES

- Designated first aider (desirable).
- Order and check first aid equipment and maintain records for analysis.
- Keep up to date records of incidents/accidents of children and staff.

PREMISES

- Have a role should the school need to be evacuated.

GENERAL

- Contribute towards a positive school ethos, work and aims of the school.
- Respect the confidentiality at all times of all matters relating to the school, pupils and staff.
- Attend and participate in meetings as required.
- Support the administrative team in the organisation of off site visits including transport, venue and insurances.
- Arrange and give support for PSA events.

CURRICULUM

- Use SIMS to record behaviour incidents.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.