

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
C1115	Clerical Assistant (Resources)	Grade 3	318 NJC	April 2008

Statement of Purpose

To work under the direction and instruction of senior staff to provide general clerical, administrative and financial support to the school.

Support to Pupils

- Undertaking contact with parents.
- Assisting with the care and welfare of the children by:
 - providing comfort and support to children in distress;
 - assisting in rendering such first aid within the class/group as is compatible with your professional training.
- Maintaining a safe environment.
- Acting as qualified First Aider during the school day.
- Monitoring and maintaining adequate provision for first aid equipment and being responsible for the security of such items.
- Monitoring and maintaining adequate provision for cooking lessons when requested.
- Monitoring and maintaining items necessary for staff/helpers' breaks in school.

Administrative Support

- Monitoring and maintaining attendance of pupils in school, i.e. daily absence telephone calls and weekly computer input of attendance.
- Completing claims forms in relation to dinner supervisors, additional hour claims for non-teaching staff and supply teachers claim forms.
- Liaising with infant and junior schools re intake/pupil transfer.
- Maintaining school and pupil records, including documentation of pupil admissions and attendance and related correspondence.
- Assisting in the preparation of resource materials and information booklets.
- Assisting in the completion of statistical information and returns (e.g. PLASC).
- Maintaining and processing administrative items connected with the nursery.
- Receipting and recording of monies due to school i.e., Fun Fund, Book Club, Trip money and sponsor money.
- Assisting with acquisition of stores, stationary, materials and equipment.
- Liaising with medical school support practitioners, making appointments and maintaining school medical records.
- Answering phone calls, taking messages to class teachers.
- Helping with photocopying and routine typing duties.

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- Responsible for all dinner registers/monies and returning dinner trays to classrooms, and completing all necessary related paperwork.
- Assisting with bookings related to school trips e.g., transport and venues.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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**Person Specification
Clerical Assistant (Resources)
Level 1**

Essential Criteria	Measured By
Experience <ul style="list-style-type: none">• General clerical/administrative work.	AF/I
Qualifications/Training <ul style="list-style-type: none">• Good numeracy and literacy skills.	I
Knowledge/Skills <ul style="list-style-type: none">• Good understanding and ability to use relevant equipment/technology.• Keyboard/computer skills.• Ability to work constructively as part of a team.• Ability to relate well to children and to adults.• Good organising and prioritising skills.	AF/I

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<p>Behavioural Attributes</p> <ul style="list-style-type: none">• Customer focused.• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.• Open, honest and an active listener.• Takes responsibility and accountability.• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.• Is committed to the provision and improvement of quality service provision.• Is adaptable to change/embraces and welcomes change.• Acts with pace and urgency being energetic, enthusiastic and decisive.• Communicates effectively.• Has the ability to learn from experiences and challenges.• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I
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AF - Application form

I - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***