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Job Description: Clerical Assistant

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| **Based at:** | Minster in Sheppey Primary School |
| **Grade:** | Kent Range 4  (£19,389 - £20,493 pro-rata pa)  37 hrs per week / 40 weeks per year |
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| **Responsible to:** | Office Manager |

**Purpose of the Job:**

To provide general clerical and administrative support for the school under the direction or instruction of senior staff, taking a pro-active role in relation to its day to day function.

**Key duties and responsibilities:**

1. Support the day to day clerical and administrative functions of the school
2. Act as the main point of contact for the school, investigating queries, assessing the nature of telephone calls and directing these appropriately. Receiving visitors in a courteous, prompt and efficient manner. Ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently
3. Provide general administrative support to the Head of School/Executive Headteacher.
4. Liaising in a professional manner with all outside agencies, schools and staff within the Trust
5. Recording and monitoring pupil attendance in liaison with Heads of School, FLO/TILT FLO

*Individuals in this role may also undertake some or all of the following:*

1. Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns)
2. Develop and maintain manual and computerised records and management information systems i.e. SIMS or alternative MIS
3. First point of contact for sick pupils, liaise with parents / carers/staff
4. Maintain stocks and supplies, selling and distributing as required

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Person Specification: Clerical Assistant

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | NVQ 2 or equivalent |
| **EXPERIENCE** | Proven admin experience  Previous experience of Reception duties within in school and using SIMS or alternative MIS |
| **SKILLS AND ABILITIES** | * Ability to communicate effectively with other school staff, senior leadership, and outside agencies * High level literacy and numeracy skills * Ability to input data quickly and accurately * Computer literate – ability to use a computer and produce a range of accurate documents using Office 365, including Outlook email, Excel, Word and SIMS or alternative MIS * Ability to work to deadlines * Ability to work pro-actively and as part of a team * Good organisational skills * Ability to operate computerised and manual filing systems and to make improvements where necessary * Ability to undertake training to support the role * Ability to retain and use a range of information * Ability to work independently * Ability to maintain confidentiality at all times |
| **KNOWLEDGE** | * Requires knowledge of a range of administrative support tasks and office and related school procedures and systems * Awareness of equality and diversity issues – respecting the needs and views of other people * Understanding of GDPR and health and safety issues within the workplace |