

# St Mary's Catholic Primary School

## JOB DESCRIPTION: CLERICAL OFFICER

**“The Catholic school should be a living embodiment of an ideal and a faith; it should demonstrate a way of life; it should be a witness to society. It should practice what it preaches about the dignity and worth of the individual. “**

***Cardinal Basil Hume***

**Responsible to: The Headteacher & School Business Manager**

**SALARY GRADE: D2 Spine 4 -11**

### JOB SUMMARY

To provide administrative support to the Headteacher, staff and the school.

### ACCOUNTABILITY

1. Provide administrative support to the Headteacher, Inclusion Leader, teachers and the school, ensuring that the Head is informed of issues with staff, pupils and parents and keeping an accurate diary of events, appointments and school term dates.
2. Welcome and support parents and build up good relationships between families and the school and arrange provision of reception and hospitality to visitors to the school.
3. Assist with the effective operation of the school reception/office, particularly at the beginning and the end of the school day, so that all visitors, staff and pupils are greeted in a friendly and appropriate manner, their enquiries are dealt with promptly and they are directed to the appropriate person/location.
4. To assist with the management and recording of the attendance of pupils through our MIS and liaise with the Head Teacher and Attendance Lead in the absence of our attendance officer.
5. Update pupil admission information upon joining the school and issue data collection sheets, including on/off roll, in year transfers, elective home education and new cohorts.
6. Recording and posting all outgoing mail and preparing routine correspondence.
7. Maintain efficient paper and other filing systems so that necessary items can easily be found.

8. Act as a first point of contact within the school, filtering enquiries as appropriate and passing on messages to staff and pupils.
9. Make arrangements for school visits, including school swimming programme, booking coaches, preparing MIS notifications and collection of associated monies.
10. Co-ordinate and organise after school clubs, including the collection of associated monies, manage MIS System, to effectively communicate with parents and monitor children attending clubs.
11. Carry out routine word processing and reprographics, including school policies, social media and curriculum letters.
12. To support with meeting the individual welfare needs of all children, including updating medical and dietary information on the MIS and the administration of medicine, are clearly communicated throughout the school.
13. To support with the administration of the school photographs.
14. To support with the ordering of supplies and recording purchase orders on FMS for the school in support of the School Business Manager.
15. Any other tasks the Headteacher and School Business Manager might reasonably require.

Signed \_\_\_\_\_

Signed \_\_\_\_\_ Headteacher

Date \_\_\_\_\_