

## **JOB DESCRIPTION**

### **Clerical Assistant**

#### **Grade 2**

Aldermoor Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### **Job Purpose:**

To provide administrative and clerical support to the Admin Team.

#### **Main Duties and Responsibilities:**

Meet and receive parents and visitors ensuring that security procedures are adhered to. Escorting visitors to the appropriate room.

Receive telephone calls and give or obtain information as required and, resolve queries.

Undertake word processing and typing duties as appropriate, operate school computer and other office equipment including reprographics.

Contact/inform parents in the event of illness or accident to their child.

Assist with the ordering and selling of school uniform to parents as directed.

Carry out filing and other general office tasks.

Undertake any training that may be required to operate existing or new equipment which may be purchased.

Support the safeguarding of all children and health, safety and well-being of all members of the school community by adhering to school policy at all times.

Any other duties and responsibilities within the range of the salary grade.

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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

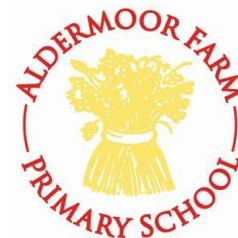
Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible to:** School Business Manager

**Date Reviewed:** March 2018

# PERSON SPECIFICATION

## Clerical Assistant



### Grade 2

<b>Knowledge:</b>	Understanding of the importance of confidentiality. Knowledge of SIMS system advantageous but not essential Knowledge of admin/clerical duties and general office equipment.
<b>Skills and Abilities:</b>	Liaise and communicate clearly and politely with staff, children, parents and other professionals, both verbally and in written form. Able to manage and work as a member of the team, relating to colleagues in a positive and polite manner. Ability to follow instructions and identify and prioritise work. Able to work on own initiative. To undertake duties having regard to health and safety and security issues. Use of photocopiers to produce multi-page documents, ensuring minimum wastage.
<b>Experience:</b>	Experience of working within an office. Experience of working within a school environment would be desirable.
<b>Educational:</b>	Good standard of education - English and Mathematics Qualified to NVQ Level 3 or equivalent
<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.</li><li>• This school/Coventry City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li></ul>

Date Reviewed: March 2018