



# St Augustine's Catholic Primary School

Part of the Holy Cross Catholic Multi Academy Company

## Job description Clerical Assistant

**Name:**

**Salary Scale: Grade 3**

**Full time, term time plus teacher training days**

### Introduction

This appointment is with the Holy Cross Catholic Multi Academy Company under the terms of the Catholic Education Service contract signed with the Governors as employers. The post-holder will, by personal example, ensure that the Catholic ethos and Mission of the school, permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Head teacher and the post-holder. It will be reviewed annually.

### Core Purpose

As a Receptionist and Clerical Assistant at St Augustine's Catholic Primary School the core purpose of the job to provide a welcoming reception service and clerical support to the school and parish community under the direction of the Headteacher and Office Manager.

### Duties and Responsibilities:

#### 1. Receptionist Duties

- Welcome and receive parents and other visitors, including contractors, ensuring safeguarding and security procedures are adhered to (i.e. complete visitor logs, visitor badges and distribute safeguarding and H&S leaflets).
- Receive and distribute post. Ensure all outgoing post is stamped for mailing and keep an up to date record of stamps used, informing the line manager when stamps need to be ordered.
- Provide hospitality to visitors, making tea and coffee where appropriate.
- Distribute messages to members of staff in a timely manner.
- Book emergency supply cover for teacher absence as required.
- Sign for and check delivery of goods; ensuring delivery notes are handed to the relevant personnel and that the appropriate members of staff are informed of the delivery.
- Provide information and act as a guide to parents and newcomers.
- Ensure effective filing and record systems are established, maintained and updated as required.





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- Access the telephone absence line to download messages and liaise with the members of staff responsible for attendance.
- Make appointments for the senior staff as directed; filter telephone calls and process enquiries where appropriate.
- Send and receive e-mails, monitoring and maintaining the school 'admin' e-mail account. Undertake word processing, duplicating and collating, as directed.
- Ensure that the reception area is welcoming and fully equipped i.e. parent notice board, leaflet holders, visitor logs and badges prepared, posters and flowers.
- Provide an administrative service for the Senior Leadership Team to support governance.
- Monitor and reporting of stationery stock levels, including the reprographics room.

## 2. School Records

- Produce and distribute registers for daily dinner numbers, and provide a weekly report to kitchen staff
- Administer the record keeping of before and after school clubs
- Support the Learning Mentor with the recording of child absences, maintaining pupil records and ensuring that the school has an accurate log of which children come on and off the school site throughout the day.
- Transfer secondary pupil records at the end of each year.
- Ensure that data collection sheets are kept up to date, including:
  - Liaising with Inclusion leader to update medical records (asthma / epi pen / etc)
  - Entering emergency contact data
- Input in-year children admissions onto school roll and remove in-year leavers, ensuring that CTF data is sent / received electronically within 15 days.
- Arrange in-year admissions meetings with parents & Learning Mentors
- Record birth and baptism certificates, file and maintain records, and log on SIMS.
- Compile new starter packs for in-year starters
- Produce class lists at the beginning of each year
- Produce manual fire registers
- Prepare Nursery and Reception starter packs
- Milk returns – completion of monthly reports, banking and bills.
- Input end of Key Stage data onto SIMS and upload to the Local Authority in line with the dates set by the Data Team.





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### 3. Communications

- Maintain and update parent details on ParentMail, sending communications and setting up forms as requested.
- Finalise and distribute the weekly school newsletter via ParentMail and add to the school website.
- Monitor and maintain the school social media channels, i.e. Twitter and Facebook.
- Undertake procedures for contacting parents to ensure the early collection of children / hospital attendance in the event of an illness or accident.

### 4. Security

- Maintain security systems for the school, including allocation and activation of access cards

5. Any other duties and responsibilities within the range of the salary grade as directed by the Headteacher or Office Manager.

*Duties which include processing of any personal data, must be undertaken within the corporate General Data Protection Regulations.*

Responsible to: Office Manager and Headteacher

Agreed by ..... Date .....

Headteacher ..... Date .....

