



JOB DESCRIPTION

Job Title:	Clerical Officer	Job Number:	
Directorate:	Children, Learning and Young People	Post Number:	
Service:	Services for Schools	Grade:	Grade 3
Location:	Holbrook Primary School		

Job Purpose:

To provide an administrative service to the School

Main duties and Responsibilities:

Reception Desk

- Act as front of house using excellent communication skills to receive and assist parents and other visitors, making appointments when necessary. Checking signing in procedures, checking badges for identification and any other necessary paperwork including DBS when necessary.
- Ensure safeguarding procedures are followed for all parents and visitors to school ensure checking who is coming onto site by asking over the intercom before entry allowed.
- Be first point of contact for callers/enquiries to the school, relaying messages to relevant staff, replying to standard correspondence as delegated and filtering call as appropriate.
- Ensuring the front reception area is friendly, welcoming and tidy
- Undertake word processing of letters, school newsletter, photocopying and collating. Also maintain the reprographics area as appropriate and monitoring stock levels and assist staff with photocopier jams and arrange repairs as necessary
- Ensure that the daily post, parcels and wage slips" are processed as required. Checking deliveries and distributing items to the appropriate staff
- Contact parents/carers if any concerns with health issues or in any other circumstance, for example: after school activities are cancelled and ensuring the appropriate person(s) are given notice to collect a child either by school comms or phone.
- Circulating documents to staff as required help to produce booklets, leaflets and staff Handbook
- Contacting LA, other educational establishments, support services, external agencies as delegated, etc to relay information as required
- Use e-mail and internet to access, send and receive information also using school comms when required
- Provide hospitality to visitors, making tea, coffee, etc and ensure that meeting rooms are appropriately set up and serviced.
- To be responsible for the afterschool club information ensuring updates are actioned

Sims Attendance Module

- Completion and recording for school attendance during staff absence following procedures and policies related including entering reasons for absence on attendance module, ensure liaising with class teacher when required and ensuring pupils receive the correct mark
- Ensure pupils leaving early are recorded
- Ensure relevant notes are added onto individual pupil records on Sims attendance
- Ensure fire registers are updated appropriately.
- Ensure grab bag is kept up-to-date in case of an emergency

Sims.net

- Pupil data, support when necessary school admissions, rising fives, reception and nursery intake, pupil files and secondary transfer.
- Complete data inputting to update pupil records as requested, complete all CFT importing and exporting processes if and when required
- Support inputting of changes from data checking sheets as required
- Follow procedures relating to data protection act
- Office Manager and Headteacher to be kept informed of any necessary changes

Sims Dinner money

- Monitor meals and amend when necessary after lunchtime period to ensure costings are correct during any staff absence
- Complete procedures as necessary to support Pay360
- Implement debtors procedures when necessary ensuring that families do not get into a debt situation by chasing any unpaid dinner money.
- Download from internet free school meals list and update sims appropriately
- Support families with claims procedure for free school meals
- Support families with the use of sims Pay for paying for school meals
- Ensure that parents are notified of termly changes in menu choice and that this is uploaded onto the school website.

Support with School Visits and Music Tuition as required

- Have a clear overview and be able to follow policies and procedures to be able to assist with school visits and music tuition as required during any staff absences.
- This includes supporting teaching staff in the organising and booking of school visits: venue, coaches, insurance and meals if required and correct costing of visits ensuring parents are notified in good time to enable collection of money on Pay360
- Supporting music teachers and ensuring class lists are available and the cost of the tuition is correct on Sims 360 pay

Additional Duties

- To support with the management, organisation and day to day booking of the network mini-buses include accurate accounts of dates and mileage records for invoicing. To use spreadsheet for monitoring mini bus drivers, licence checks, and renewal diving refresher courses with local authority
- To be responsible for the ordering and monitoring of the school milk for early years and fruit including ordering monitoring milk for free school meals children at lunchtime
- Monitor declaration of interests and home use of business assets ensuring all staff complete the appropriate forms each financial year
- To be responsible for updating and supporting the school inventory
- To do any other duties as requested by the Headteacher and school business manager within the expectations of the grade.

All necessary training will be provided as required

Provide clerical and administration support as requested by the Headteacher, School Business Manager, and Office Manager

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