



Clerical Assistant

Job title: Clerical Assistant

Salary: Grade 2 £19,408 - £20,057

Hours: 37 Hours Per Week

Contract type: Term Time Only plus 5 non term time days

Line Manager: Senior Administrator

Reporting to: Headteacher/Governors

Job Purpose

To provide an efficient and effective reception and clerical support service to the school.

Main Duties and Responsibilities:

Reception and Admin Duties

- Provide a professional front of house service dealing with enquiries and assisting pupils, parents and outside agencies according to office systems
- Deal with internal and make external telephone calls in an appropriate manner, filtering calls as necessary, taking messages as required.
- Monitoring and dealing with the school email inbox, forwarding and filtering as appropriate.
- Use Bromcom, Parent Mail and text/email messaging service to notify Parents and update messages received
- Ensure security and safeguarding procedures are followed for all visitors.
- Be responsible for dealing with the daily distribution of post both incoming and outgoing
- Receive and accept deliveries according to office procedures

- Ensure the tidiness and general appearance of the Reception Area is maintained to a high standard.
- Undertake word processing as requested; including newsletters, certificates, induction starter packs, admission forms, registers, letters and notices, and provide a clerical service with duties such as photocopying, laminating and emailing of information as directed by senior administrator and senior staff.
- Receive, receipt and record correctly any cash collected in the school office

School Meals

- Be responsible for collating and recording pupil information on Bromcom relating to dietary requirements, free school meals, dinner money payments etc
- Complete the daily recording of school meals following procedures and policies
- Produce relevant reports and registers for catering staff, lunchtime supervisory assistants and admin team
- Monitor pupil meals and amend where necessary after the lunchtime period
- Collate and record pupil menu choices information throughout the academic year
- Update pupil menus with changes as required including dietary requirements, changes to sittings, new pupils etc
- Be responsible for completing dinner money procedures daily and preparing reports to show collection of monies on a weekly basis
- Implement school debt procedures when necessary and under the direction of the Senior Administrator (debts checked on a weekly basis) e.g. sending a text message, typing and sending out letters
- Keep up-to-date records of the Free School Meals on Bromcom as required
- Assist parents with Free School Meals claim as required. Notify parents if and when their claim has been successful or not and chase up payment or provide a refund if necessary
- Be responsible for year-end processes of Dinner Money

Pupil Records

- Be responsible for the maintenance of all pupil information records on Bromcom ensuring data is relevant and accurate such as: priority contacts, home and mobile numbers, family links and UPNs
- Maintain and update pupil record systems ensuring emergency contact details are up to date and consent forms for pupils have been received and filed appropriately.

- Create and maintain extra-curricular club lists.
- Be responsible for issuing UPNs for new admissions, and requesting, when necessary, pupil information from other schools.
- Ensure CTF's are exported and imported correctly and in a timely manner for children arriving and leaving school.
- Be responsible for updating pupil attendance on Bromcom, check and record attendance, print absence sheets and update pupil absences with reasons
- Assist as requested with information relating to completing the Pupil Census, producing reports if necessary
- Assist with year-end processes and the setting up of the new academic year
- Maintain confidentiality.

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

All duties and responsibilities must be carried out with due regard to the School'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 GDPR guidelines.

This job description may be amended at any time, following consultation between the Senior Admin Manager or Head Teacher and the Post-holder.