



## **JOB DESCRIPTION – Clerical Assistant**

### **1. Introduction**

- 1.1 This appointment is with the governors of the school. The post-holder will ensure that the Catholic ethos permeates all aspects of the life of the school.
- 1.2 This job description may be amended at any time, following consultation between the head teacher and the post holder, and will be reviewed annually.
- 1.3 The post is part time 35 hours per week and term time only.

### **2. Core Purpose**

The core purpose of the Clerical Assistant is to provide support to the School Business Manager and ensure the efficient running of the school office.

### **3. Key Areas of Responsibility**

#### Finance

- To support the School Business Manager with all cash collection, producing receipts and maintaining accurate records.
- Assist with the administration of the school petty cash system.
- To assist with the cash collection and administration for Tick Tock out of school care and Educare.
- To support the School Business Manager with the establishment and maintenance of the school's inventory using the SIMS Equipment Register module.

#### Administration

- Provide administrative and clerical support to the School Business Manager and SLT; assisting with the production of documents/ letters/ booklets/ calendars/ diaries/ brochures/ correspondence to parents; collating information.
- To assist with the management, monitoring and improvement of attendance; produce registers, first day follow up of absences, sending out absence notes, recording reasons for absence and producing absence reports.
- To be aware of all forthcoming Parish and school events and ensure that appropriate support is available.

- To provide staff with appropriate relevant and accurate information held on the pupil database, ensuring that they have access to records as required. Assist staff with the collation, uploading and production of assessment data.
- To assist in the completion of statistical returns as required.
- To assist the School Business Manager in ensuring cover of the reception and telephone of the school. Responsibility for ensuring a courteous, sensitive and personal welcome to all visitors; resolving queries when possible and filtering calls/visitors; conveyance of messages to staff; assisting with incoming/outgoing mail, email, parcels, etc.; dealing with any complaints, comments or compliments according to school policy.
- To ensure the provision of hospitality for visitors to the school.
- To ensure that the School Office, Entrance Area, Community Lounge and Staff Room are kept tidy and publications available are up to date and appropriate.
- Assist with the First Aid, Accident Reporting, Race Equality, Assault and Exclusion procedures within school.
- Assist with the reporting of staff absence when appropriate and the processing of weekly timesheets, absence returns and SSP forms for all staff.
- To maintain the confidentiality of information and the security of systems, records, files and equipment.
- To attend relevant training to keep up to date with the latest procedures.

*All duties and responsibilities must be carried out with due regard to St Mary and St Benedict CPS Health and Safety Policy.*

*Post holders will be accountable for carrying out all duties and responsibilities with due regard to the St Mary and St Benedict CPS Equal Opportunities Policy.*

*Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018)*

Agreed by ..... Date

Headteacher ..... Date