



# Clerical Assistant

**Job title: Clerical Assistant full-time**

**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, and update pupil absences with reasons
- 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.*