



Coventry City Council

## Job Description

**Vacancy Reference No:**

**Job Title:** Clerical Assistant

**Job Number:**

**Directorate:** Children, Learning and Young People

**Post Number:** 023944

**Service:** Services for Schools

**Grade:** Grade 3

**Location:** Howes Primary School

**Job Purpose:**

To assist the School Business Manager with general clerical duties as required.

**Main Duties and Responsibilities:**

1. Act as a first line of contact; receive enquiries from parents, staff, pupils, visitors and contractors via telephone, email, and reception.
2. Provide clerical support with school's finance administration using FMS.
3. Ensure school meal procedures are undertaken efficiently using SIMS Dinner Money module, the collection and reconciliation of cash and its security until collection.
4. Ensure that clerical processes related to pupil attendance and absences are undertaken and records are maintained accurately on the SIMS Attendance module. Ensure the completion of returns re authorised and unauthorised absence.
5. Use SIMS to manage pupil data with confidentiality
6. Ensure procedures are undertaken in relation to authorisation for school medicals.
7. Ensure the distribution of incoming mail, deal with enquiries and reply to standard correspondence as delegated.
8. Co-ordinate distribution of information for parents.
9. Provide clerical support for school trips and the booking of transport as required.
10. Liaise with colleagues in school within the LA and with external suppliers, as appropriate, regarding both financial and other administrative matters.



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11. Respond to general enquiries concerning administrative or financial matters, referring more complex queries to appropriate staff.
  12. Assist with the school's reprographic requirements at peak times and during periods of absence.
  13. Undertake general clerical support e.g., filing, photocopying, word-processing, faxing and other routine tasks in the school office.
  14. Any other duties and responsibilities within the range of the salary grade.
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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 GDPR.