

Reviewed:

8 May 2024



Primary School

Person Specification

Vacancy Reference No:			
Job Title:	Clerical Assistant/Receptionist	Job Number:	L3014D
Directorate:	Children, Learning and Young People	Post Number:	1010422
Service:	Services for Schools	Grade:	Grade 2
Location:	Earlsdon Primary School	Hours:	35 hrs p/w TTO
	Job Requirements		
Knowledge:	<ul style="list-style-type: none">• Awareness of the role of a Receptionist/Clerical Assistant• Word processing including Microsoft Office365.• E-mail, Excel, Publisher, PowerPoint and the Internet.• Knowledge of SIMS FMS• Knowledge of Schoolcomms•		
Skills and Abilities:	<ul style="list-style-type: none">• Able to demonstrate an excellent standard of written and spoken English and numeracy skills.• Telephone skills – obtain and give information in a courteous and confident way.• Able to operate photocopying and reprographic equipment and laminators.• Able to provide a high standard of clerical support.• Able to maintain diaries both electronic and manual.• Able to liaise and communicate effectively with other departments and external bodies at all levels.• Able to receive visitors in a courteous and welcoming way, treat them on an equal basis, obtain information and answer queries.• Able to stay calm, when dealing with a range of visitors and follow agreed guidelines• Able to communicate with children.• Able to communicate effectively with other team members.• Able to prioritise own workload and meet tight deadlines.• Understand the importance of confidentiality.• Able to systematically process callers, enquirers, work requests and cope with interruptions.• Able to sort, identify, classify and file in alphabetical, numerical code and subject order.• Have a flexible approach and willingness to offer help.• Able to provide support in other areas when required.• Willingness to undertake on-going staff development and training as appropriate		

	<ul style="list-style-type: none"> • Qualified in or willing to undertake First Aid Training
Experience	<ul style="list-style-type: none"> • Experience in a clerical role, preferably in a school, undertaking such tasks as reception duties, word processing, data input, filing and dealing with post distribution. • Working within a team environment, recognising the importance of being a 'team player' • Providing clerical/secretarial support. • Working with young people. • Working knowledge of FMS and SIMS.net software • The use of computers for word-processing and other office equipment.
Educational	<ul style="list-style-type: none"> • GCSE Grade C or above in both English and Mathematics • Typing to RSA II standard or equivalent
Special Requirements:	<p>This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful post holder.</p> <p>All posts within this School are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon receipt of a satisfactory response to a check of police records via The Criminal Records Bureau.</p> <p>All duties and responsibilities must be carried out with due regard to the City Council's Health & Safety Policy.</p> <p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.</p> <p>Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines (Data Protection Act).</p> <p>Post holder will be expected to comply with the School's Acceptable Use of ICT Policy.</p>

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