



Joseph Cash Primary School

Clerical Assistant

25 hours per week - Grade 2

7.45am – 12.45pm

Monday – Friday

JOB PURPOSE

- To provide a professional administrative support to the Head teacher and Senior Management Team and ensure the provision of an efficient pro-active administrative support service to the school. To work as part of a busy team under the direction of the office manager.

SPECIFIC DUTIES

Initially some of the following tasks will be undertaken under the supervision of the present post holder; however the successful candidate must be able to carry out the general reception duties from the outset.

Reception Duties

- Deal with enquiries and assist pupils, parents and outside agencies according to office systems
- Deal with internal and external telephone calls in an appropriate manner, filtering calls as necessary, taking messages as required.
- Ensure security procedures are followed for all visitors.
- Make appointments when possible, maintaining office diaries
- Deal with the distribution of post and assist with checking deliveries of parcels and supplies for distribution to the relevant department
- Receive and accept deliveries according to office procedures
- Assist with checking of deliveries for distribution to the relevant curriculum area
- Make phone calls to parents, outside agencies and the LEA following all office procedures on confidentiality
- Ensure the tidiness and general appearance of the Reception Office

General Administration

- Maintain the filing system within the administration system for all documents and general correspondence for the school
- Complete processes for preparing letters and documents for posting
- Checking and distribution of pay slips
- Assist staff with administration tasks as required
- Assist with the preparation and issue of recruitment information packs to prospective applicants, obtaining references in advance of interview process and recording ethnic information for the LA
- Word processing documents as required
- Send and receive Faxes, distributing as necessary
- Receive dinner money and visit money from parents and ensure cash handling procedures are followed

School Meals

- Complete the Daily recording of school meals following procedures and policies relating
- Produce relevant reports for Catering Staff and Lunchtime Supervisory Assistants
- Monitor meals and amending when necessary after lunchtime period
- Complete Cash Handling procedures daily and Banking Procedures weekly
- Complete Catering Return to LEA weekly
- Implement Debtors procedures when necessary
- Download Free School Meals file from common transfer internet site weekly, monitor and up-date sims.net as required

Organising School visits

- Assist Teaching staff in the organising and booking of school visits including venue, coaches, insurance and meals if required ensuring to follow Procedures and policies
- Check Cash collection sheets and transfer information onto summary sheets for Administration Assistant to enter on FMS6 Finance

Assisting with BromCom

- Assist with the up-dating of BromCom
- Assist with checking and entering Data Collection Forms annually
- Ensure all documents are posted on time to relevant departments and outside agencies

School Uniform

- Assist parents with the purchase of school uniform
- Assist with stock control/ JC Shop
- Provide parents with information on cost and availability

Assist with Maintenance inventory

- Monitor any disposals following procedures
- Follow policies and procedures

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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 the processing of any personal data must be undertaken within the corporate data protection guidelines.

Date reviewed: December 2025