



## Job Description

<b>Vacancy Reference</b>	Clerical Assistant/Receptionist	<b>Job Number:</b>	L3028D
<b>Job Title:</b>		<b>Post Number:</b>	1022586
<b>Directorate:</b>	People	<b>Grade:</b>	Grade 2
<b>Service:</b>	Schools		
<b>Location:</b>	John Gulson Primary School		

35 hours per week, term time only (38 weeks)

### Job Purpose:

To ensure the provision of an efficient and effective reception and clerical support service to the school, and its Core Leadership Team, ensuring confidentiality is maintained at all times.

### Main Duties and Responsibilities:

1. Provide a reception & administration service for the school, acting as first point of contact for pupils, parents and visitors, dealing with enquiries as they arise and receiving visitors, ensuring that security and safeguarding procedures are adhered to and the signing in book completed. Assisting in office administration as directed by Line Manager.
2. To undertake clerical tasks on behalf of the Core Leadership Team.
3. Make and receive internal and external telephone calls, filtering calls as necessary and taking messages as required.
4. Arrange appointments/meetings on behalf of the Core Leadership Team as directed, liaising with parents, the LA and outside agencies.
5. Ensure that the daily post is opened, date stamped and distributed across the school.
6. Ensure that the weekly post from the LA is processed, dealing with enquiries and replying to standard correspondence as delegated.
7. Receive, check and record dinner money and trip money from parents and ensure that cash handling procedures are followed. Update and maintain pupil records with the latest FSM/PP data as advised by LA.

8. Record, maintain and follow up Pupil attendance - send and update text messages to/from parents by parent communication packages such as school comms and first day calling.
9. Undertake the administration of school meal numbers and maintaining computerised records.
10. Receive and distribute salary slips in accordance with agreed procedures.
11. Maintain school stationery supplies, ensuring that order request forms are completed as and when goods are required.
12. Take delivery of parcels as are they arrive, checking the goods against the relevant paperwork before distributing them.
13. Undertake photocopying, laminating and faxing of information as directed.
14. Contact parents (or the emergency contact) to advise when their children are sick or injured.
15. Maintain and update filing and pupil record systems, ensuring that all details including all details, especially emergency contact details are up to date and consent forms for pupils have been received and filed appropriately.
16. Maintain the information boards within the school premises, displaying information of interest to parents such as weekly newsletters.
17. Undertake an annual review to discuss achievements against job description and identify areas of training needs.
18. Maintain order processing as directed.
19. 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 the corporate data protection guidelines.

This job description may be amended at any time, following consultation between the School Business Manager or Headteacher and the Post-holder. It will be reviewed annually.

**Responsible to:** School Business Manager



# Person Specification

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<b>Service:</b>	Schools	<b>Grade:</b>	Grade 2
<b>Location:</b>	John Gulson Primary School		

	Job Requirements
<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• An understanding of administrative procedures.</li><li>• An ability to use all office equipment within the context of Health and Safety Regulations.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Able to be a supportive member of a team.</li><li>• Able to communicate, and enjoy working, with children in a sensitive and caring manner within a multicultural setting.</li><li>• Able to prioritise and organise workload to meet deadlines and remain calm under pressure.</li><li>• Able to liaise and communicate effectively with staff, parents, children and others by telephone and on an interpersonal level, to obtain and give information in a courteous way and to resolve queries and filter callers where appropriate.</li><li>• Able to sort, identify, classify, record and file accurately in alphabetical, numerical and subject order.</li><li>• Able to record and present information in a neat and legible way.</li><li>• Able to support the provision of secretarial services, e.g. maintain diary, book appointments, take messages and arrange meetings.</li><li>• Able to stay calm with difficult visitors and follow agreed guidelines for such situations.</li><li>• Able to operate office equipment such as photocopier, fax etc.</li><li>• Able to recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act.</li><li>• Able and willing to undertake staff training and development courses.</li><li>• Possess a good sense of humour.</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Proven clerical background covering activities such as filing, maintenance of records, using the telephone, dealing with people.</li><li>• Maintenance of financial records</li><li>• Maintenance of pupil data</li><li>• Ability to IT packages such as Word, Excel, Publisher, SIMS.net, FMS6 would be desirable</li></ul>
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<b>Educational:</b>	Good general education (literate and numerate)
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<b>Special Requirements:</b>	<input type="checkbox"/> This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
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Updated May 2021

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