

## JOB DESCRIPTION – ST CHRISTOPHER PRIMARY SCHOOL

Clerical Officer

Grade 2

Hours 37

### JOB PURPOSE

To provide clerical support to the school and Headteacher.

### **Description of Duties and Responsibilities**

Provide a secretarial service to the Headteacher e.g. receive parents and other visitors, make appointments, filter telephone calls and act as first line of contact for callers/enquiries to the school.

Undertake word processing of letters, memos, classroom resources and communication information such as newsletters, etc. photocopying, collating and faxing information.

Ensure that the daily post and parcels are processed dealing with enquiries, replying to standard correspondence as delegated.

Assist with the issues of reports to parents and clerical arrangements for curriculum matters.

Ensure that clerical processes related to pupils admissions and leavers are undertaken, linking with Nursery and Secondary schools on intakes.

Apply basic first aid to pupils as necessary and contact parents/carers if required.

Maintain up to date pupil records using SIMS.net along with manual records, allocate Unique Pupil Numbers and undertake and undertake pupil year end procedures.

Produce standard statistics, complete returns and assist with provision of information required, e.g. Pupil Level Annual Schools Census (PLASC).

Provide clerical assistance on personnel matters, i.e. issuing application forms, providing vacancy information, making arrangements for interviews, dealing with correspondence in relation to references, distribution of payslips.

Be responsible for office stationery ensuring adequate supplies are always available.

Use Email and the Internet to access, send and receive information.

Work in accordance with GDPR.

Understand Coventry City Council's Equal Opportunity Policy.  
This position is subject to satisfactory DBS clearance.