



Coventry City Council

Job Description

Vacancy Reference No:

Job Title: Clerical Officer

Job Number:

Directorate: Children, Learning and Young People

Post Number:

Service: Services for Schools

Grade: Grade 3

Location: Whitley Abbey Primary School

Job Purpose:

To assist the Admin Assistant and Office Manager with general clerical duties as required.

Main Duties and Responsibilities:

- Provide clerical support for all areas of the school's finance administration, with specific responsibility for processing deliveries and supporting in raising orders, and processing invoices using SIMS.
- Liaise with colleagues both in school faculties and in all departments of the LEA also with external suppliers, as appropriate, regarding both financial and other administrative matters.
- Receive parents and other visitors to the school in a welcoming manner, ensuring signing-in procedures are adhered to.
- Respond to general enquiries concerning administrative or financial matters, referring more complex queries to appropriate staff.
- Undertake the daily processing and collation of statistical information received from the catering service including administration of school meal numbers, collecting, balancing and securing cash, processing school dinner money and recording and analysing the uptake of Free School Meals.
- Assist with the distribution of incoming mail and parcels, and routing tasks connected with the out-going mail, including the operation of the franking machine.
- Prime responsibility for reception and telephonist duties.

- Assist with the school's reprographic requirements at peak times and during periods of absence, including production of the school newsletter and other letters.
 - Undertake general clerical support e.g. filing, photocopying, word-processing, faxing and other routine tasks in the school office
 - Responsibility for the recording and analysis of attendance including late arrivals liaising with Office Manager, Learning Mentor and Head Teacher.
 - Monitoring and Updating of School Equipment Register
 - Monitoring and Ordering of school stationery supplies
 - 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.

Responsible for:

Responsible to: Office Manager

Date Reviewed: October 2020

Updated: October 2020