Job Description

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

|  |  |
| --- | --- |
| **Post** | Clerical Assistant |
| **Grade** |  |
| **Responsible to** |  |

Purpose Of the Job

To support the aims and ethos of the school by providing an administrative service within the school in particular to support the collection storage and retrieval of pupil information to ensure the legal requirements are met, parents are informed, and the required management information is available to the school.

Responsibilities:

1. Ensure the safe collection, accounting and banking of all monies for school meals, liaise with school kitchen, ensure that the returns required by the LEA are completed in accordance with regulations. Administer free meal applications.
2. Ensure the effective reception of all visitors and telephone enquiries to the school in accordance with standards and procedures required.
3. Operate systems for recording, storing, retrieving and analysing information on pupils and producing the required reports.
4. Produce statistical information on pupil attendance.
5. Telephoning the home of pupils to discuss with parents the reason for pupil absence.
6. Liaison with Education Welfare Officer on pupils matters.
7. Collating and inputting information on new pupil intake.
8. Operate reprographic equipment in order to provide a timely and efficient service in accordance with standards required by the Headteacher.
9. Generate correspondence and reports of a routine nature.
10. Administer first aid.
11. Any other duties consistent with the post.

**Variation Clause:**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**Flexibility Clause:**

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.