



Job Description and Particulars of Appointment

Details of Post

- Title: Senior Clerical Assistant (Level 1b) Secondary
- School/ Federation/ Academy/Trust: TrustEd Schools
- Reporting to: Office Manager
- Main Workplace: Belvidere School
- Post Number:
- Grade and SCP: Grade 4 (SCP 4)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of Post

- Under the direction/instruction of senior staff; provide routine general clerical, administrative and financial support to the school.

Principal Duties and Responsibilities

1. Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist with arrangements for visits by the school nurse, photographer etc.

2. Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, e-mailing, completing routine forms
- Update and maintain manual and computerised records/management information systems
- Produce routine lists and analysis of data from manual and computer records
- Word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals

3. Resources

- Operate office equipment e.g. photocopier, computer, telephone exchange
- Arrange orderly and secure storage of supplies

- Undertake routine financial administration

4. Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

5. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

6. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

7. Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

8. Review and Signatures

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**