

Job title:	Clerical Officer		
School:	Initio West	Grade:	Grade 3 Scale point 3-4
Reports to:	Office Manager		

Main job purpose

To provide efficient administrative support, to ensure compliance with LA and the School administrative/clerical and reporting requirements, including undertaking manual and computer data entry/extraction and other clerical duties.

Main responsibilities and duties

1. To complete appropriate data input and paperwork associated with the clerical and administrative needs of the school (e.g. school transport records, pupil database).
2. To provide administrative support to all areas of the school (e.g. pupil listings, wordprocessing).
3. To receive telephone calls and visitors and take appropriate action.
4. To undertake general office duties, including collation/copying reports and documents, organising and maintaining filing systems and assisting in the absence of colleagues.
5. To be responsible for processing incoming and outgoing mail.
6. To undertake wordprocessing.
7. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

Keyboard skills, to be able to work accurately, under own initiative for short periods of time and to work in an organised and flexible manner.

Good telephone manner

Ability to work on own initiative and as part of a team.

Supervision and management

The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

Problem solving and creativity

At busy times needs to prioritise.

Key contacts and relationships

Daily contact by telephone/face to face with Headteacher/Staff/Pupils/Parents and other visitors to the school.

Decision making

There is a need to establish the importance and urgency of contacts made.

Resources

General Office equipment (e.g. Word Processor, photocopier, Optical Mark reader, Fax Machine, telephone and post/franking machinery.)

Working environment

Working in busy Office with frequent use of IT equipment.

Occasionally processing heavy loads of incoming/outgoing mail.

The Post is subject to constant interruptions

Size, Phase and type of school and pupil profile. Split site school.

Progression in Post (if applicable)

CPD will be available as part of the role.

General and School Responsibilities

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the overall aims and ethos of the Schools and the Trust
- Participate in training and other learning activities as required
- Participate in Performance Management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities

- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service deliver
- Be familiar with and promote the Equality and Diversity Policy

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	
Position:	
Date:	

Requirements	Essential	Desirable	Evidence
Qualifications	5 GCSEs including English and Maths (or equivalent experience/vocational qualification)	Any other relevant qualifications:	Application Form Interview References
Knowledge and Experience	<ul style="list-style-type: none"> • Previous experience of working in an office administration environment • Experience of following procedures and processes 	<ul style="list-style-type: none"> • Experience of working in a school office • Experience of dealing with HR and recruitment processes • Experience of using SIMS data management system 	Application Form Interview References
Skills	<u>Examples:</u> <ul style="list-style-type: none"> • Excellent administrative and organisational skills • Strong communication and interpersonal skills • Fluency in English for all student and public-facing roles 		Application Form Interview References Language Qualifications Fluency in English evidenced by: <ul style="list-style-type: none"> • competently answering interview questions in English; • possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad • passing an English language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad

Requirements	Essential	Desirable	Evidence
Qualities	<ul style="list-style-type: none"> • Tenacity • Quick Learner • Flexible and adaptable • Ability to stay focussed and on task 		Application Form Interview References
Relationships	<ul style="list-style-type: none"> • Have positive and mutually supportive relationships with all colleagues • Ability to promote the school across the wider community 		Application Form References Interview
Safeguarding	<ul style="list-style-type: none"> • Good knowledge of relevant Safeguarding procedures • Commitment to adhere to the Trust's Safeguarding & Child Protection Policy. 	<ul style="list-style-type: none"> • Good awareness of potential Safeguarding issues 	Application Form Interview References