



## JOB DESCRIPTION

**Job Title: School Clerk**

**Grade: 1 (SCP 4)**

**Job Location: USWORTH COLLIERY PRIMARY SCHOOL**

**Hours: 32.5 TTO**

**Directorate: Children's Services**

**Responsible to: SBM**

### **PURPOSE OF JOB:**

To provide a broad range of general clerical/admin duties with responsibility of the administration of school meals.

### **PRINCIPLE RESPONSIBILITIES:**

Providing support for pupils, teachers and the whole school as outlined below.

### **MAIN DUTIES**

- Managing stock levels and preparing orders for resources - seeking Best Value at all times.
- General Reception duties and clerical support to ensure an effective and efficient service is provided, responsible for answering telephone calls, taking messages, answering queries and providing information to school stakeholders. Liaising with staff, parents and external bodies via telephone, or in person to meet the requirements of the school. Giving advice and guidance to pupils, teachers and other stakeholders, to ensure on going provision of a high quality service.
- Administrative support in collating replies for school trips, events and updating office systems, diaries.
- Updating manual & computerised records for pupils (as required), including organising registers for classes and entering data on attendance.
- Management of the school meals system within the Pupil Asset School Meals Module.
- Typing, composing memos, letters etc and/or arithmetic calculations ensuring that all information produced is accurate.

### **GENERAL REQUIREMENTS:**

- To work under the direct supervision of the School Business Manager.
- Such other responsibilities allocated which are appropriate to the grade of the post.
- Attending and participating in training & development courses as required.
- Attending meetings, liaising & communicating with colleagues in the school.

- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health & safety, as well as other statutory requirements and the policies of the Governing Body & Local Authority.

**PROFESSIONAL VALUES & PRACTICE**

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious & ethnic backgrounds and being committed to raising their educational achievements.
- Treating pupils consistently with respect and consideration and being concerned with their development as learners.
- In line with the school’s policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
- Working collaboratively with colleagues as part of a professional team and carrying roles out effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising Equal Opportunities issues as they arise in the school and responding effectively, following schools policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council. They must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies. They must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.

Written by Gary Wright (Headteacher)

Date: 3<sup>rd</sup> September 2019

Signed .....