**Tanfield Lea Community Primary School**

**Job Description**

**Post Title:** Clerical Assistant (A6100)

**Salary Grade:** Scale 2

**Responsible to:** Headteacher and School Governing Body

**Commitment:** To be committed to raising standards

To work with the Headteacher and all staff to develop an effective school

**The Main Duties of the Post:**

* Working with the Headteacher, School Business Manager, Teachers, Support Staff and School Secretary as a team.
* Responsible for providing general clerical support including photocopying, typing, word processing and the sorting, distribution and despatch of school mail, to all levels of teaching and administrative staff as required.
* Provide support and cover for main reception.
* Provide information relating to attendance of pupils and staff upon request by other members of staff.
* Assist in the maintenance of computer based records using SIMS and other electronic systems.
* Assist in the co-ordination of whole school documentation.
* Assist in the maintenance of stock registers for the school and arrange annual stock checks.
* Responsible for the initiation of First Day Calls – contacting the parents/guardians of pupils that have an unauthorised absence from school during the morning of their first day of absence.
* Inform parents/carers of pupils reported ill whilst on school premises.
* Responsible for the collection and recording of money from pupils in relation to school visits, school meals etc. and to facilitate the banking of monies received.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires working with a team.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Provide appropriate help throughout the day including break and lunchtime monitoring and pre/post school activities as necessary.
* To be paediatric first aid trained
* Provide pastoral and first aid care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
* Maintain accident records as required.
* General Filing duties, including pupil records
* Bulk photocopying
* Typing/word processing policies or other manuscripts relevant to school.
* Typing/word processing copying and distributing bulk communications, including standard letters to parents and pupils.

The post holder has common duties and responsibilities in the areas of:-

Quality Assurance, Communication, Professional Practice, Health & Safety, Financial Management), Appraisal, Equality & Diversity, Confidentiality and Induction

The Post holder may undertake any other duties that are commensurate with the post.

# Variation in the Role

Given the dynamic nature of the role and structure of the School’s developments at the present time, it must be accepted that, as the School’s work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the employee.