



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Clerical Assistant - Level 1

GRADE: Band 3

RESPONSIBLE TO: School Business Manager

RESPONSIBLE FOR:

Overall Objectives of the Post:

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

Key Tasks of the Post:

1. Organisation

You will provide an efficient organisational support to the school. You will:

- Undertake reception duties, answering routine telephone and face-to-face enquiries and signing in visitors, including providing basic hospitality.
- Assist looking after sick pupils, liaising with parents/staff, as directed.
- Assisting with arrangements for visits by school nurse, photographer and others.

2. Administration

You will provide effective support to the administration of the school. You will:

- Provide routine clerical support e.g. photocopying, filing, faxing, e-mailing, complete routine forms.
- Maintain manual and computerised records/management information systems.
- Undertake typing, word processing and other IT based tasks.
- Sort and distribute mail.
- Undertake routine administration e.g. registers/school meals.

3. Resources

You will provide effective support to the development of resources. You will:

- Operate office equipment e.g. photocopier, computer.
- Arrange orderly and secure storage of supplies.
- Undertake routine financial administration e.g. collect and record dinner money.

4. Responsibilities

You will contribute to the overall school's achievements of its objectives. You will:

- 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.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: JC/CL

Date: 13.11.20