



**Ashmole Primary
JOB DESCRIPTION**

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| JOB TITLE: | Clerical Assistant - Primary |
| GRADE: | NJC Point 17 |
| PURPOSE OF JOB: | To ensure the provision of effective secretarial, administrative and clerical support services. |
| RESPONSIBLE TO: | The Head Teacher in all matters. |

EMPLOYMENT DUTIES:

The job description should be considered with due regard to the school's staffing structure and the school's corporate plan.

General

- To produce high quality documents and letters.
- To ensure a high level of confidentiality and efficiency.
- To undertake such tasks and responsibilities as may from time to time, within reason, be required by the Head Teacher.
- To undertake general clerical duties such as data entry, filing, typing, etc and reprographics as required.
- Specific duties may include:
 - Filing for all Primary year groups.
 - Assisting with all references.
 - Pastoral notes on new pupils.
 - Assisting with Reports as required.
 - Typing of school brochures/letters and newsletters as required.
 - Assisting with data entry onto Scholar Pack/ SAM/ Parent Pay.
 - Letters and reprographics for class teachers and key stage managers.
 - Setting up excel spreadsheets.
 - Maintaining school databases and office systems.
 - Transfer pastoral records and set up new Reception files for the start of the new year.
 - Set up new pupil files as required.
 - Telephone calls checking absences.
- To liaise with the Academy Trust.
- To co-ordinate central services such as SCR, School Workforce Census, assessment, finance, lettings, attendance, purchase orders and school meals.
- To deal with queries from outside agencies.
- To support school staff in liaising with other schools, community, parents and professional bodies and to ensure that a good image is conveyed to the public at all times through courteous dealings with the public on the phone and in person.
- To handle telephone enquiries and messages effectively, and support the switchboard and main school reception, as required.
- To welcome and look after visitors, as required.
- To assist other office staff with key duties where the task requires teamwork.
- To take minutes at Governors meetings as required.

Reserve First Aid

- To administer first aid to staff and pupils in accordance with best recognised practice as required.
- To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school.

Post Holder: _____

Head Teacher: _____ Date: _____