



## JOB DESCRIPTION

**JOB TITLE:** CLERICAL OFFICER

**HOURS:** 37 hours per week, 195 days per year, term time only. Details of working week to be agreed with the Headteacher (Either 8.00am – 4.00pm or 9.00am to 5.00pm.)

**SALARY SCALE:** Scale D2 points 4 - 11 (pro rata)

**LOCATION:** Based and deployed across both school sites. Regular work pattern to be negotiated with the Headteacher to meet the needs of the school.

**REPORTS TO:**

1. The Headteacher, who has overall responsibility for the school and /or her deputies.
2. The Office Manager for day-to-day supervision and instruction.

### **RESPONSIBILITIES AND DUTIES:**

Under the direction and guidance of the Headteacher, to undertake school clerical duties as listed below.

### **GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF:**

Safeguarding and promoting the welfare of children is employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.

5. To assist in the provision of a high-quality educational experience for all children.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. To carry out basic clerical duties (e.g., distribution of post/filing/taking meeting minutes/photocopying).
2. To ensure that the office is well presented and effectively organised at all times.
3. To undertake telephone/switchboard duties, receiving and passing on messages and making telephone calls as appropriate.
4. To carry out school reception duties, receiving and welcoming visitors to the school.
5. To undertake these duties: typing of letters, meeting minutes, Annual Review documentation, curriculum documentation, appointments administration, newsletters, stakeholder surveys etc.
6. To download and distribute e-mail and surface mail.
7. To undertake reprographic work as dictated by the needs of the school.
8. To maintain the school filing systems and to retrieve information as required.
9. To assist the Office Manager regarding pupil admissions, to prepare correspondence and assist in completing official returns on admissions, numbers on roll etc.
10. To be responsible for the registrations of all pupils and prepare dinner numbers daily.
11. To maintain the school database.
12. To maintain the school personnel database.
13. To assist in monitoring of pupil attendance and report absences as necessary to Senior Staff, in accordance with the school Absence Management Policy.
14. To assist in preparing payroll forms.
15. To assist in preparing sickness monitoring forms and maintain records of staff absences.
16. To assist in preparing Health and Safety forms, including accident report forms.
17. To keep pupils` files well organised.
18. To assist in the completion of monitoring forms as requested by the LA and Department for Education.
19. To participate in training courses as appropriate to the post.
20. To ensure that hand-over procedures to other office staff are carried out efficiently.
21. To carry out adhoc instruction as directed by the Office Manager.
22. To work in a safe and responsible manner paying attention to all Health & Safety procedures operating within the school.

This job description describes the way the postholder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you. This job description does not form part of the Contract of Employment.

Signed ..... Date .....

K JOY  
September 2003  
September 2006  
Reviewed and updated April 2011  
Reviewed and updated July 2014  
Reviewed and updated September 2016  
V ASPIN  
July 2024



**PERSON SPECIFICATION**

**CLERICAL OFFICER**

Applications will be short-listed on the basis of the following criteria. In your application please show with relevant examples, how you meet the requirements detailed.

<b>ESSENTIAL</b>	
<b>A</b>	<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b> <ul style="list-style-type: none"> <li>• Good general level of education. GCSEs or equivalent (Grade 4 or above) in Maths and English.</li> </ul>
<b>B</b>	<b>EXPERIENCE</b> <ul style="list-style-type: none"> <li>• Previous experience of office work is essential.</li> </ul>
<b>C</b>	<b>APTITUDE</b> <ul style="list-style-type: none"> <li>• Ability to prioritise and manage workload</li> <li>• Ability to remain calm under pressure</li> <li>• An effective communicator (good telephone skills).</li> </ul>
<b>D</b>	<b>SKILLS</b> <ul style="list-style-type: none"> <li>• Ability to run a busy office. Is able to work to set deadlines</li> <li>• Excellent keyboard skills.</li> <li>• Excellent organisational skills.</li> </ul>
<b>E</b>	<b>PERSONAL CIRCUMSTANCES</b> <ul style="list-style-type: none"> <li>• Enthusiasm, self-motivated and flexible</li> <li>• Has a professional approach and high professional standards.</li> <li>• Well presented with a welcoming friendly manner.</li> </ul>
<b>DESIRABLE</b>	
<b>E</b>	<b>KNOWLEDGE</b> <ul style="list-style-type: none"> <li>• Able to contribute ideas to office development and improvement</li> </ul>
<b>F</b>	<b>EQUAL OPPORTUNITIES</b> <ul style="list-style-type: none"> <li>• A commitment to the Council's Equal Opportunities policies and the ability to understand and implement the policies in relation to the job</li> </ul>