



Job Title: Temporary Clerical Assistant to cover Maternity Leave

Hours Of Work: 14.5 – 22.5 hrs per week, term time only

Grade: Scale 3, points 5-6, £19,312 - £19,698 pro rata

Responsible to: Office Manager

Job Purpose

To work under the direction and instruction of senior staff, to provide a comprehensive clerical and administrative support to the school.

Support to Pupils, Parents and the Community

- Undertake reception duties, answer routine telephone and face to face enquiries, receiving deliveries and sign in visitors
- Assist with pupil welfare duties; liaise with parents/staff etc
- Assist with arrangements for visits from relevant external bodies, eg school nurse, photographer etc

Support to Organisation

- Provide routine clerical support eg photocopying, filing, scanning, mail merge, emailing and completing routine forms
- Maintain manual and computerised records/management information systems and respond to queries
- Undertake routine typing, word-processing on an ad hoc basis
- Collating and issuing students reports
- Undertake routine administration eg registers/school meals
- Assist with arrangements for visits from Local Authority and external agencies eg Social Services
- Operate office equipment eg photocopier, computer, franking machine
- Booking college minibuses
- Arrange orderly and secure storage of supplies
- Basic first aid
- Assist with the production of literature and organisation of college events
- Sending and receiving messages to and from parents using a text, email and app service
- Assist with the arrangement of detentions and meetings

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you come into contact with
- 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, support 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

Any other duties as requested by the Headteacher or Line Manager.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Blessed Edward Oldcorne Catholic College 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. This position is therefore subject to past employment references and an Enhanced Disclosure and Barring Service check.



Person Specification Clerical Assistant

Essential Criteria

Experience	<ul style="list-style-type: none"> • General clerical/administrative work.
Qualifications/Training	<ul style="list-style-type: none"> • Good numeracy and literacy skills. • Computer skills, word, excel, publisher etc.
Skills and Knowledge	<ul style="list-style-type: none"> • Good understanding and ability to use relevant equipment/technology. • Keyboard/ computer skills. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills.
Personal Qualities	<ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.

