



## Job description: Clerical Assistant

### Job purpose

To provide clerical support to Benjamin Adlard School

### Main duties and responsibilities

- To greet parents, pupils and visitors in line with school values and ensure completion of delegated paperwork relating to this.
- To answer and make telephone calls and respond to emails in line with school values.
- To carry out data input – e.g. Bromcom, Excel, Word
- To assist with the arrangement and preparation of school activities.
- To publish dinner menus and collate pupil meal choices. Share effectively with school chef.
- To assist with the general administration of school activities and collection of money.
- To prepare and distribute communication material.
- To ensure the filing, photocopying and distribution/sending of post as and when required.
- To ensure security of data in line with GDPR.
- Other clerical tasks which may arise depending on the needs of the school.

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## Person specification: Clerical Assistant

<b>Qualifications and training</b> <i>Evidenced through: Application</i>	<b>Essential</b>	<b>Desirable</b>
GCSE Maths and English grade C or above	✓	
Administrative qualification		✓

<b>Experience/employment record</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
Experience working in an office environment	✓	
Experience of dealing with the public (face to face and on the telephone)	✓	
High level of working knowledge of Word, Excel, Outlook	✓	
Experience working in a school office		✓
Understanding of GDPR		✓
Experience of providing administrative support to individuals		✓
Experience of financial or communication apps or software		✓

<b>Personal qualities</b> <i>Evidenced through: Application/Interview/References</i>	<b>Essential</b>	<b>Desirable</b>
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Positive	✓	
Flexible/adaptable	✓	
Reliable	✓	
Willingness to learn	✓	
Able to work on own initiative	✓	

