



Job description: School Clerk

Responsible to: Office Manager
Salary: Wolverhampton NJC Grade 3
Hours: 37 hours per week Term Time + 1 week

Description of Post

The post holder will provide comprehensive administrative support to the school. They will implement quality procedures and systems to ensure the efficient day to day running of the school so that the needs of the school are met.

Duties and responsibilities

- 1) To be responsible for routine correspondence, including correspondence relating to pupil attendance.
- 2) Maintain computer based records using ScholarPack and Microsoft based packages.
- 3) Act as the first point of contact within the school, filtering enquiries as appropriate and taking and passing on messages to the appropriate staff.
- 4) Deal with opening and distribution of all incoming mail and recording and posting all outgoing mail.
- 5) Ensure that the arrangements for meeting the individual welfare needs of all children are clearly set out and communicated throughout the school.
- 6) Monitor the administration of the school dinner money collection, checking and maintaining accurate registers for their use. Inform the school cook of dinner numbers on a daily basis.
- 7) Administer pupil admissions and withdrawal procedure for the school.
- 8) Operate an efficient filing and retrieval system for documents and letters.
- 9) Administer elements of staff recruitment such as the sending out of application forms, collection of references and processing of expenses.
- 10) Liaise with external agencies such as the school nurse.
- 11) Administer procedures for visits by external agencies such as school dentist.
- 12) Inform parents or emergency contacts as appropriate.
- 13) Maintain pupil profiles. Complete and process statistical returns required by the LA and DfES,
- 14) Maintain and supervise pupil records including admissions and discharges.
- 15) To answer day to day queries from staff, parents and visitors.
- 16) Co-ordinate school photographs including timetabling and the collection of money.
- 17) Arrange transport for school visits, including swimming.
- 18) Any adhoc duties in line with a position at this grade.

Conditions

All duties must be carried out to comply with:

- a) The Health and Safety at work (NI) 1978
- b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
- c) Codes of Practice

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory safer recruitment checks including but not limited to satisfactory references and an enhanced DBS clearance.

All duties will be carried out in the working conditions normally inherent in the particular job. All necessary paperwork must be completed. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the post holder. Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.

The post holder must at all times take a pride in the school, site and their own general appearance. To perform tasks requested by the SLT within the expertise of the post holder. The post holder must comply with the

Governors Equal Opportunities Policy and Health and Safety Policy. The School has a No Smoking Policy which means that smoking is not allowed in the workplace.

Comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person



Person Specification for Office Clerk

	Essential
Qualifications	<ul style="list-style-type: none"> • Good literacy, numeracy and IT skills
	<ul style="list-style-type: none"> • Ability to identify own training and development needs and cooperate with means to address these
Experience	<ul style="list-style-type: none"> • Knowledge of relevant policies/codes of practice • Experience working in an office environment, preferably within an education setting, including the use of IT based and data base systems.
Skills / Abilities	<ul style="list-style-type: none"> • Well-developed interpersonal skills and the ability to work collaboratively as part of a team. • Show initiative and shares good practice. • Effective use of IT packages. • Competent use of administrative equipment / resources • Proven written, oral and communication skills • An understanding of the requirements and demands of school administration
Personal Qualities	<ul style="list-style-type: none"> • Highly motivated with high expectations, a positive attitude and a good sense of humour • Excellent self-management skills including the ability to plan and organise one's time effectively. • The ability and willingness to work in partnership with other members of the School team • A high level of personal integrity and flexible approach to responsibilities. • An approachable professional who responds well to and offers constructive advice • Ability to relate well to children and adults • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
Other	<ul style="list-style-type: none"> • An awareness, understanding and commitment to equal opportunities