

## JOB DESCRIPTION

**TITLE:** Clerical Assistant (2)

**SCHOOL:** Wigmore Primary School (SEMH Service/Provision)

**RESPONSIBLE TO:** Lead Practitioner/School Business Manager/Headteacher/Primary Inclusion Officer (LA)

**GRADE:** L2

**PURPOSE OF POST:** To provide clerical, administrative and receptionist support to the SEMH service.

**ORGANISATION CHART:** Lead Practitioner/School Business Manager/Headteacher/Primary Inclusion Officer (LA)

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**Clerical Assistant**

<b>PRINCIPAL RESPONSIBILITIES:</b>	<b><u>%</u></b>
1. Respond to queries from other schools, parents and visitors, taking messages and passing calls to colleagues effectively and efficiently using the schools computerised systems and following procedures.	40%
2. Undertake photocopying and laminating for all school staff, ensuring resources are replenished.	30%
3. Provide cover, as requested in the service/provision administering first aid following the school's policies and procedures.	15%
4. Support with maintaining computerised systems for pupil data, achievement records, admissions and attendance; verifying data, identifying and rectifying anomalies and producing reports as required.	5%
5. Support with organisational arrangements as required such as those in relation to school visits and trips, medical checks, outreach support, staff rotas, management of staff absence and cover.	5%
6. Provide clerical administration support as required.	5%

## **DIMENSIONS:**

**Supervisory Management:** N/A

**Financial Resources:** N/A

**Physical Resources:** Computer, computer systems, other office equipment.

**Other:** N/A

**CONTEXT:** All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

**Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Disclosures are handled in accordance with the CRB Code of Practice which can be accessed from the Children and Learning Department, HR Division, or on [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

**Physical Effort:** N/A

**Working Environment:** N/A

## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
<b>Experience</b>	Demonstrable work experience in a general office environment including working within administrative. Demonstrable experience of using word-processing, spreadsheets, databases and IT packages.	1,2  1,2	Some experience of using Microsoft Office and or Google. Some work experience in a school environment.	1,2  1,2
<b>Skills/Abilities</b>	Able to follow and work within procedures and guidelines. Able to deal helpfully, politely and tactfully with colleagues, parents, pupils and senior management. Able to check information and maintain accurate records. Able to add, subtract, multiply and divide. Able to write straightforward letters/emails and read instructions. Able to use initiative within defined procedures. Able to manage own workload and meet deadlines which may at times be competing.	1,2  1,2  1,2  1,2  1,2  1,2		
<b>Equality Issues</b>	Able to recognise some forms of discrimination, which commonly exist.	1,2		
<b>Specialist Knowledge</b>			Some knowledge of school database systems. First aid certificate, or ability to gain a certificate.	1,2  1,2,4
<b>Education and Training</b>	English and Maths Level 1/2 Business Administration or associated on the job equivalent	1,4		
<b>Other Requirements</b>	Willing to adjust at short notice, the tasks and activities undertaken to meet the changing demands and priorities during work periods.  Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2  1,2		

( 1 = Application Form   2 = Interview   3 = Test   4 = Proof of Qualification   5 = Practical Exercise )

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and General Data Protection Regulation (2018)