



**Recruitment Pack for the Post of:
Clerical Assistant
Denny High School
Herbertshire Park Denny
FK6 6EE**



FALKIRK COUNCIL
COMHAIRLE NA H-EAGLAIS BRICE

Children's Services | Falkirk Stadium, 4 Stadium Way, Falkirk FK2 9EE | Director of Education: Jon Reid

Advert – Clerical Assistant

Denny High School

Grade C

£27,240- £27,529 (Pro Rata)

Hours: 24

Part Time, Term Time, Permanent

Post Reference: CS1937

Post: Clerical Assistant, Denny High School

You will be part of a team that provides an efficient, professional and comprehensive administrative support service for a large secondary school.

Applications are invited from persons who have relevant and up to date experience of working in an office where IT is extensively used. Good organisational and communication skills with an ability to work in a confidential manner are essential.

You will have a good standard of education in literacy and numeracy and be accurate, self-motivated with up to date IT skills. You will possess good keyboard skills and be proficient in the use of Microsoft Office, together with the ability to learn new skills as required.

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JOB DESCRIPTION

Job Definition

Job Title	Clerical Assistant
Section	Education Services
Service	School Office
Location	Denny High School
Current Grade	C
Hours/Week	24

Job Purpose

The Post Holder is responsible for the provision of clerical support to the Leadership Team of the School.

Key Responsibilities

- Provision of clerical and word processing support to the Leadership Team & teaching staff
- Input of records to various School Administration databases
- Production of Statistical Information
- Incoming & Outgoing Mail
- Filing
- Photocopying
- Answering Telephone and dealing with enquiries
- Reception Desk
- Pupil Window (interval and lunch rota)
- Monitor pupil attendance – period by period
- Processing pupil leaver information, including destinations at 16+
- Manage/oversee PPRs

Accountability

The Clerical Assistant reports to the Senior Clerical Assistant.

Knowledge, Skills and Accountability

- Current office administration experience
- Excellent word processing skills
- Experience and ability in office procedures
- Good organisational and communication skills
- Experience in working with a wide range of computer packages including MS Word, Excel, Access and PowerPoint

Demands

- Ability work as part of a team
- Ability to prioritise own workload and achieve deadlines
- Good interpersonal and communication skills
- Flexible & efficient approach
- Enthusiasm and initiative
- High level of confidentiality and trust

Communications and Contacts

The successful applicant will be responsible for communicating with:

- Senior Clerical Assistant
- Members of the Senior Leadership Team
- Teaching staff
- Support staff
- Parents/Carers
- Pupils
- Other Falkirk Council Staff
- Other Agencies

Environment

The post holder will be based at Denny High.

Additional Information

Short letting will be based on all of the information provided in the application form.

Information Resources

- **Falkirk Council Performance**
[Falkirk performs - Falkirk Council](#)
- **Schools Assessment and Performance**
[Schools: Performance and Improvement - Falkirk Council](#)
- **School website**
[Denny High School - Home Page](#)

Resource Manager
3 September 2026

FALKIRK COUNCIL – CHILDREN’S SERVICES
PERSON SPECIFICATION
TITLE OF POST – CLERICAL ASSISTANT

POSTHOLDER’S ATTRIBUTES	ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
1. Physical	Good standard of general health Pleasant manner Professional manner & appearance		Pre-employment health questionnaire Interview
2. Qualifications	3 standard grade passes or equivalent – numeracy, literacy, business administration.		Application form and certificates
3. Knowledge/Experience	Knowledge of administrative processes and management information systems Good working knowledge of MS Office and using databases. Contact with the public	Some experience in working in a school environment	Application form and interview
4. Personal Qualities	Good interpersonal skills Time management, organisational skills Able to work to demanding deadlines. Enthusiasm, initiative & commitment Flexible approach High level of confidentiality & trust Polite telephone manner.		Interview