

JOB PROFILE

Job Title: **Clerical Assistant – Schools**

Post No: **Generic**

The postholder will be based in the relevant School Office and will be managed by the Head Teacher. The postholder will assist the Head Teacher with the provision of a variety of administrative/clerical duties and will assist in the supervision of an Employed Trainee. Specific tasks of the Clerical Assistant will be:

- To provide switchboard and reception duties, being the first point of contact at the school, dealing with enquiries from staff, pupils, parents, outside agencies and the general public.
- Logging and sorting mail and preparing mail for posting.
- To assist with record keeping and processing of all types of financial transactions, including purchase orders, invoices and journals, and day-to-day administration and banking of school meals money, the School Fund and petty cash.
- To create various documents using computer packages, such as memos, letters, reports, booklets, publicity material, etc and ensure that all correspondence is presented appropriately.
- Photocopying and laminating documents, and also instructing staff on use of office machinery, such as photocopiers and laminating machines.
- To operate the school management information system, currently SEEMIS, in an effective and efficient manner, to ensure accuracy of information. This involves data input and the production of reports relating to pupils and staff.
- To undertake manual recordkeeping and the filing of pupil records in accordance with established procedures.
- To provide advice for promoted staff within the school who have access to specific areas of the SEEMIS system, as required.
- To assist in the development and maintenance of effective administrative systems and procedures to ensure the smooth running of the school.
- Assisting with minor first aid.

From time to time the Council, through the Head Teacher, may require the postholder to undertake duties outside those specified.

PERSON SPECIFICATION

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This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process, we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

Additional post specific attributes are set out below;

	Essential	Desirable
Personal Features and Qualities	Ability to relate well to young people. Professional, friendly and helpful approach with a focus on service delivery. Sensitivity to needs of others. Ability to maintain confidentiality. A team player Energy, initiative and self-motivation. Ability to work effectively whilst constantly being interrupted.	Ability to assist with minor first aid.
Relevant Experience	Knowledge of the operation of computer systems, such as Word, Excel, database and Publisher software. At least 1 years experience of working in an office environment	Knowledge of school based information systems, e.g. SEEMIS Knowledge of financial management systems. Supervisory experience.

which involves dealing with the public

Education

Must possess an SVQ Level 2 or Highers, including English and Business Administration (or equivalent qualification)

First Aid qualification.

Skills, Abilities and Knowledge

Effective organisational skills

Good communication skills with the ability to relate to and interact with staff, parents, pupils and the public.

Good ICT skills.

Ability to prioritise workload effectively and accurately whilst fitting in with the needs of the school.

Proven ability to work independently under own initiative.

Allowances: None

Evaluated Grade: F

Date of Evaluation: 21/08/09

Date of Last Amendment: 21/08/09

Updated for Single Status: 21/08/09