JOB DESCRIPTION

Dumfries & Galloway COUNCIL

Job Title: Clerical Assistant		**Ref No:**	**JE Ref:** G001
Department: Education Skills and Community Wellbeing	**Band:** 2	**Location:** Dumfries and Galloway	
Responsible To:	Headteacher and School Support Manager		
Responsible For:	N/A		
Job Purpose:	Carry out clerical duties under minimum supervision to facilitate the smooth, efficient running of the school office, and with a full understanding of the need for absolute confidentiality		
Main Responsibilities:	• Help to maintain the School's Data Management Information System (SEEMIS) by entering and updating data relating to pupils, staff, School Council, assessment information and school trips • Prepare reports and annual returns from SEEMIS in line with authority standards and requirements, where appropriate • Maintain financial records in respect of the devolved school budgets and school funds, preparing reports for the Headteacher and School Council • Record and bank cash income from classrooms • Process orders and invoices in relation to all educational resources including stationery, equipment, repairs and other supplies using the councils PECOS and Integra systems • Prepare, code and record invoices for payment • Maintain inventories relating to materials and equipment • Deal constructively and appropriately with general correspondence both paper and electronic • Act as the first point of contact for day to day enquiries, including answering and making calls on behalf school staff and Headteacher • Maintain an effective information storage and retrieval system, electronically and in hard copy • Help with paperwork associated with outings, visits, sports, open days, pre-school visits, and other recreational activities • Administer the door entry system ***The job activities listed are not exhaustive and may be added to or***		

	amended consistent with the job purpose.	
Performance Management	• To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	School Resources Team	**Date:** January 2018

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