FALKIRK COUNCIL

JOB DESCRIPTION

Section A - ***Job Definition***

Job Title	-	Clerical Assistant
Services	-	Children's Services
Section	-	School Based
Location	-	Various
Current Grade	-	Grade C

Section B - ***Organisational Relationship***

The postholder will report to the headteacher or their nominated representative and will be line managed by the Resource Manager or Officer.

Section C - ***Job Purpose***

Provide comprehensive clerical support to the school.

Section D - ***Key Responsibilities***

1. To deal with general enquiries from visitors, parents, colleagues and pupils.

2. To process and retrieve computer data from financial, human resources, and school administrative systems.

3. To maintain effective and well organised filing and retrieval systems for both paper and electronic files.

4. To provide a range of clerical support covering such duties as:

   (i) typing letters, memos, etc using audio equipment where appropriate;
   (ii) telephone duties;
   (iii) processing incoming and outgoing mail;
   (iv) photocopying;
   (v) cash handling;
   (vi) diary management;
   (vii) reception;
   (viii) data processing;
   (ix) taking notes of meetings;
   (x) assist with the preparations for school events and functions.

5. To carry out any other clerical duties as required by the headteacher or their nominated representative.

Section E - ***Accountability***

Under the direction of the headteacher or their nominated representative, the postholder will be responsible for the effective operation of the school office and specifically for:

1. The handling and safe keeping of cash/cheques.
2. Maintaining supply of stationery resources required within school office.
3. Taking their own decisions in relation to routine tasks within agreed parameters.
4. Ensuring compliance with and also advising others on agreed school procedures.
5. Organising themselves to complete work assigned to them.

Section F - ***Knowledge, Skills and Experience***

The postholder will demonstrate that they are both numerate and literate to the level required to support the delivery of the key responsibilities of the post. Good interpersonal, organisational and ICT skills as well as a flexible attitude to work are essential. Experience of working in an office environment, dealing with confidential information and working with the public is desirable.

Section G - ***Demands***

The nature of the work involves carrying out a range of planned and demand led tasks associated with the key responsibilities of the post. In relation to this the postholder will carry out simple problem solving as a routine and on a less frequent basis will be required to assist the headteacher or their nominated representative to resolve more challenging problems in connection with the provision of clerical support. The ability to exercise initiative and accuracy in the course of normal working is required.

This job requires contact with vulnerable groups therefore you will require to gain/maintain PVG Scheme membership.

Section H - ***Communications and Contacts***

The postholder will possess effective interpersonal skills, spoken and written, to support and enable a wide range of communication with colleagues, visitors, pupils and members of the public.

Section I - ***Environment***

The postholder will work in an office environment within the school and the nature of the job requires frequent contact with staff, visitors, pupils and members of the public and the postholder is required to deal with competing demands and pressures of work these contacts may cause.

Section J - ***Document Control***
Approved by: Educational Resources Manager, 30/01/07