JOB DESCRIPTION

Job Title: Senior Clerical Assistant - Primary		**Ref No:**	**JE Ref:** G221
Department: Education, Skills and Community Wellbeing	**Band:** 3	**Location:** Dumfries and Galloway	
Responsible To:	Headteacher		
Responsible For:	N/A		
Job Purpose:	To provide a full range of efficient and effective clerical support and facilitate/ ensure pro-active support service is provided to the school. To work as part of a team to assist and support staff, parents and children under the direction of the Headteacher/School Support Manager with a full understanding of the need for absolute confidentiality.		
Main Responsibilities:	• Support the staff and pupils in school through use of initiative and experience deal with enquiries from colleagues, parents and visitors. • Accurately prepare and present routine correspondence e.g. reports as required. • With minimum supervision carry out a wide range of routine clerical duties or tasks associated with a busy office environment e.g. filing and photocopying and scheduling appointments or meetings for others.		
Job Activities:	**Contact with Stakeholders** 1. As first point of contact, respond to visitors in a prompt, welcoming and courteous manner. Receive parents and other visitors to the school ensuring sign in in procedures are adhered too. Responsibility for the door entry system and filtering telephone calls to give and obtain information, as required, and resolve queries where appropriate, including contacting parents in event of illness or accident. 2. Receive and sign for deliveries in the absence of Facilities Assistant, ensuring safe storage until Facilities Assistant can action. **General Duties** 1. Undertake general duties including processing and preparation of mail, orders or other relevant paperwork. Taking and organising bookings and meetings, ensuring appropriate resources are in place for successful delivery and use of record keeping systems.		

2. With minimum supervision carry out a wide range of tasks associated with a busy support service including arranging times and dates for events or training, scheduling appointments or meetings for others and assisting with the organisation of service activities.

3. Observe strict confidentiality, exercise tact and discretion in carrying out tasks. Process confidential paper based or computerised information through creating and updating files, data input, data retrieval and filing in an accurate and timely way. File and archive materials, as required, using the central filing or specific information systems.

4. Production of documents to an accurate and high standard whilst adhering to agreed timescales.

5. Co-ordination and administration of school activities and events including After School Clubs including Active Schools, outings, visits, sports, open days, pre-school visits and other recreational activities, arranging transport where applicable.

6. Co-ordinate the administrative functions for the use of volunteers in schools.

7. On occasion, report building maintenance issues to relevant department, deal with some emergencies such as spillages in the absence of the Facilities Assistant.

Finance

1. Complying with the Council's financial procedures, using the Council's financial software (Integra) and Devolved School Management Guidance undertake cash handling and processing of invoices and/or other financial documents, as required.

2. Processing of orders through the Council's Procurement Systems and processes (PECOS), including stationery, equipment, repairs and other supplies using approved Council systems whilst ensuring value for money.

3. Updating financial spreadsheets in respect of the devolved school budgets, for example, printing and monthly reconciliation of reports and pre-authorisation of invoices using Integra.

4. Collate school information to populate Temporary Teacher Attendance Return on a monthly basis adhering to deadline.

5. Collection, recording, banking and reconciliation of cash income and expenditure in relation to school activities.

Systems

SEEMIS – The Schools' Data Management Information System

1. Entering, updating and monitoring information relating to pupils and teaching staff ensuring that it is accurate and up-to-date, including enrolments, transport requests etc.
2. Preparation of reports and annual returns from SEEMiS in line with authority standards and requirements, where appropriate.
3. Annual ScotXed Census Returns, liaising with staff in school, as required.
4. Printing of Pupils' Reports, including any statistical reports requested by Senior Management.
5. Annual Set-up of Classes using Primary Planning Wizard.
6. Maintenance of the Nursery Admissions Management System (NAMS) as directed.
7. Source supply staff using Supply Booking Module on behalf of Senior Management.

Groupcall – Schools' Messaging System

1. Maintenance and use of Groupcall as a communication tool on behalf of the school.

iTrent – Council Human Resource System

1. Enter and update staff absence, PDR/PRD completion dates, training completion dates, as requested by Senior Management.

GLOW – Scottish Education Portal

1. Keep up-to-date with local resources and relevant support information in Dumfries and Galloway GLOW Site.

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:	**Gillian Brydson**	**Date: September 2017**

Jan 2012 //HR