Job Description and Employee Specification

Clerical Assistant

Education and Families

Service:	Education and Families
Division:	Education
Job Title:	Clerical Assistant
Responsible to:	Head Teacher
Grade	NLC3
Conditions of Service	SJC
Date of last review:	

Job Outline

The predominant duties associated with this post are to provide clerical support to the school/establishment and its management team.

Main Duties and Responsibilities

Generic Duties:

1. Clerical Support
2. Financial Support
3. Communication

Specific Tasks:

Clerical Support

1. Typing, including operation of a word processor.
2. Filing.
3. Compilation of statistical returns (manual and computerised) regarding pupil registration/ enrolment, staff attendance and teacher personnel records.
4. Update information/liaise with central office regarding staff development management information systems.
5. Maintain ethnic monitoring procedure records.
6. Clerical support for curriculum development, pupil choice and career appointments (secondary schools only).
7. Processing mail including electronic mail.
8. Report cards; preparation of and allocation to teachers, including photocopying, record keeping and filing.
9. Maintain parent council records.
10. Process pupil exclusion documentation.
11. Process the relevant documentation associated with free school transport.
12. Assist in the preparation of displays of pupils' work, posts, teaching charts, other wall displays and arrange storage as necessary.
13. Carry out clerical tasks related to excursions and school celebrations/events.
14. Book repairs
15. Reprographic work, including compilation, photocopying, collation, stapling and binding of memos and handbooks.
16. Assist in the preparation of worksheets and materials.
17. Assist in the clerical tasks associated with lost and found.
18. Messengerial work.

19. Provide clerical support for the maintenance records, arranging examinations, appointments, etc.

    Financial Support
20. Process financial information, ensuring adherence to service guidelines and standard circulars, e.g. book club
21. Process and support the issue of school meals tickets.
22. Process requisitions, ordering stationery, supplies, equipment and associated procedures related to receipt of goods, checking, storage and periodic stock taking of a range of resources.
23. Clerical tasks associated with book clubs (including cash handling)
24. Assist in the operation of the tuck shop.

    Communication
25. Telephone duties.
26. General duties related to welcoming all visitors to the school/establishment.
27. Provide explanations as required of a range of school and council related policies, e.g. uniform policy, clothing grant, enrolment etc.
28. Other
29. Oversee pupils' wellbeing, clothing, hygiene and provide first line assistance.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING • Education to Standard Grade • Office or Administrative qualification/training		X X	Verification/Application Form/Interview
WORK EXPERIENCE • Moderate experience of working within a clerical/administrative environment • Previous related experience • Knowledge or Microsoft packages	X X	 X	Application Form/Interview
KNOWLEDGE/SKILL/ABILITY • Ability to work on own initiative and as part of a team • Ability to prioritise and meet deadlines • Able to work under pressure • Be able to deal with the public	X X X	 X	Application Form/Interview
PERSONAL QUALITIES/ATTRIBUTES • Pleasant disposition • Satisfactory PVG scheme membership (Child) (application will be processed by the Council for successful candidates and must be attained prior to commencing employment)	X X		Application Form/Interview