Job Description and Employee Specification

Senior Clerical Assistant

Education and Families

Service:	Education and Families
Division:	
Job Title:	Senior Clerical Assistant
Responsible to:	Head Teacher or Nominee
Grade	NLC4
Conditions of Service	SJC
Date of last review:	

Job Outline

To provide clerical and administrative support within school, manage the co-ordination and delegation of routine administration tasks on a daily basis and assist in the supervision of a small team of administrative staff.

Main Duties and Responsibilities

Generic Duties:

1. Typing, including operation of word processor
2. Handle cash and ensure adherence to departmental guidelines and standard circulars
3. Responsibility for process regarding school meal tickets or cashless dining arrangements
4. Organise filing procedures and file documentation as required
5. Collation and completion of statistical returns and reports
6. Monitor and control the maintenance of records (manual or computerised) regarding pupil registration/enrolment, staff attendance and teacher's personnel records
7. Update information/liaise with central office regarding staff development management information system
8. Maintain ethnic monitoring procedure records and ensure adherence to departmental guidelines and procedures
9. Telephone and reception duties
10. Manage the mail including electronic mail
11. Progress requisitions including: ordering of stationery, supplies and equipment and associated procedures related to receipt of goods, checking, storage and periodic stocktaking.
12. Progress payment of invoices in line with financial procedures
13. Provide clerical and admin support for payment of temporary teaching cover (PYOL 23)
14. Manage administrative procedures associated with school reports
15. Manage procedures associated with medical administration
16. Monitor and control the maintenance of the Parent Council
17. Progress the relevant documentation associated with pupil exclusions and ensure adherence to departmental guidelines and procedures
18. Progress the relevant documentation associated with free school transport and ensure adherence to departmental guidelines and procedures
19. Reprographic work; including compilation, photocopying, collation, stapling and binding of memos, reports, handbooks etc.
20. General supervision of pupils as directed by the Head Teacher
21. Messengerial work
22. Give guidance to staff on the following range of activities and where appropriate provide support: arrangement for excursions and parties, pupil welfare, library duties, book repairs, administrative work

associated with book clubs, AVA work, preparation of class related work, control of lost and found items, operation of the tuck shop.

23. General supervision of clerical staff (NLC3), Classroom Assistants and S.E.N. staff as directed by H.T. or nominee
24. Manage the co-ordination and delegation of ad-hoc tasks in consultation with HT or Nominee
25. Attend strategic planning meetings regarding support staff issues as/when required
26. Co-ordinate procedures associated with staff development in consultation with HT
27. Any other tasks within the purview of the post as delegated by the Head Teacher or nominee

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			
• SVQ level 1, Standard Grades, O Grades or equivalent in a relevant clerical subject		X	Verification/ Application Form
WORK EXPERIENCE			
• Moderate relevant experience gained within a clerical role	X		Application Form/ Interviews
• Administrative/clerical experience in a school environment		X	
• Supervisory experience		X	
• Good numerical skills		X	
• Experience of using leadership skills		X	
• DMR Trained in operation and procedure		X	
• Ability to work effectively with people in teams	X		
• Excellent organisational skills to ensure high	X		
• To lead on running an effective school	X		
• Ability to delegate workload	X		
• Ability to meet agreed deadlines	X		
• Knowledge and practical use of IT packages	X		
• Ability to motivate staff	X		
• Ability to use initiative	X		
• Effective communication skills	X		
• Ability to deal with the public		X	
• Ability to share in the extra activities of school life		X	
PERSONAL QUALITIES/ATTRIBUTES			Interview
• Positive, approachable and pleasant disposition	X		
OTHER			
Keen to promote a high standard educational establishment		X	Interview