

**Job Description**

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| Job Title | Administrative/Clerical Assistant (Level 3) | School | Sutton School |
|  |  |  |  |
| Post Number | AC3 |  |  |
|  | Grade 4 – Level 3 |  |  |
|  | Salary - £20285 - £21091 |  |  |
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| Reports To | School Business Manager |

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| **Purpose of the Job** |
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| Level 3 Staff work under the guidance of Headteacher/School Business Manager with a limited degree of autonomy.  Staff undertaking a level 3 role will need to have specific skills and experience and may carryout day to day responsibility for regular administrative tasks. The basic entry requirement recommended for this role is NVQ 3. Staff should hold this qualification, or, where the school deems it to be an essential requirement, be working towards it. |

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| **Main Activities** |
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| **Administrative Duties**   * Maintain complex data of staff and pupil records identifying and obtaining missing information where necessary. * Transfer files electronically including updating attendance and assessment data, preparing and sending a pupil’s files to another school through the secure web site. * Set up cohort groups. * Administer admissions procedures. * Manage arrangements for school publications, prospectus and other publicity materials * Medicine - storing of, ensuring that it is taken, checking that it is in date. * Ensure that all damage, break ins are reported and necessary action taken * Draft reply to letters * Ensure accident procedures followed and reports made to LEA * Administer special needs transport and report problems to LEA * Before and after school club’s timesheets and administration * Attend meetings, take and prepare minutes. * Collection of statistical information for DFE, LEA and governors * Awareness of Data Protection issues, including data protection administration as required. * Using Desk Top Publishing packages to design and create high quality school publications. * Co-ordination, collation and submission of information and documentation relating to applications for university courses. * To provide reference requests from former students to support university or employment opportunities. * To contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external contractors. * Administration of the cashless system and dinner registers * Processing purchase order requisitions   **Financial Duties**   * Creating payment items and checking income on the cashless system for tuck-shop, books, school fund contributions. * Process payments and check invoices being signed off by Head/Deputy, ensuring that they are recorded on the appropriate system. * Record all dinner money in registers including credits and contacting parents, reconcile online payments * Reconcile catering accounts monthly if outside of Dudley Catering Services * Prepare/initiate correspondence, collect fees and chase non payment of monies owed to school. * Reconciliation of purchase card statements   **Personnel Duties**   * Preparation of salary review documentation - accuracy and confidential nature of task * Instigate appointment process including DBS Health Checks etc   **Examination Support**   * Inputting of exam entries * Collate Value Added Reports for Exam Lists * Produce comparisons of key stage and exam results for SLT and governors   **Support for the School**   * Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person. * Contribute to the overall ethos/work/aims of the school. * Participate in training, other learning activities and performance development as required. * Attend and participate in meetings as required. * Any other duties commensurate with the duties/responsibilities/grade of the post * All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.   All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes. |
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| Special Conditions | This post is subject to the Enhanced DBS checking process  The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff. | |
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| Car Allowance | Mileage / N/A | |
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| Prepared By  (Section/Mgr) | I Curnow | |
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| Review Date | 6/6/24 |



**Person Specification**

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| Criteria (Essential) | | | | | | Assessment By | | | |
|  | | | | | |  | Application | Interview | Test |
|  | | | | | |  | √ | √ | √ |
| Experience | | | | | |  |  |  |  |
| Office experience including the development, management and operation of administrative systems. | | | | | |  | √ | √ | √ |
| Experience of financial record keeping including processing of invoices, cash handling and reconciliation. | | | | | |  | √ | √ | √ |
|  | | | | | |  |  |  |  |
| Qualifications / Training | | | | | |  |  |  |  |
| NVQ Level 3 or equivalent qualification. | | | | | |  | √ | √ | √ |
| Very good numeracy and literacy skills. | | | | | |  | √ | √ | √ |
| Willing to undertake the relevant training as required. | | | | | |  | √ | √ | √ |
|  | | | | | |  |  |  |  |
| Practical Skills | | | | | |  |  |  |  |
| Effective use of ICT packages | | | | | |  | √ | √ | √ |
| Ability to use relevant technology and equipment e.g. computer/keyboard/photocopier | | | | | |  | √ | √ | √ |
|  | | | | | |  |  |  |  |
| Personal Qualities and Attributes | | | | | |  |  |  |  |
| A Knowledge of Equality & Diversity issues. | | | | | |  | √ | √ | √ |
| Ability to understand and relate well to children and adults. | | | | | |  | √ | √ | √ |
| Able to work as part of a team, understanding school roles and responsibilities and own position within these. | | | | | |  | √ | √ | √ |
| Ability to identify own training needs and willingness to participate in training and development opportunities. | | | | | |  | √ | √ | √ |
| To comply with the Schools commitment to the protection and safeguarding of children. | | | | | |  | √ | √ | √ |
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