

## Model Job Description

Job Title	Administrative/Clerical Assistant (Level 2)	School	Amblecote Primary
Post Number	AC2		
Grade	3	Salary	£7287.25 - £7569 actual

Reports To: Headteacher/Business Manager

### Purpose of the Job

Level 2 staff provide support that is more specific and work under the supervision and guidance of the Headteacher/Administration Manager/Business Manager.

Key Features: To provide clerical/administrative/secretarial support, through undertaking tasks, which require some generalist skills and knowledge. The basic entry requirement recommended for this role is NVQ 2. Staff should hold this qualification, or, where the school deems it to be an essential requirement, be working towards it.

### Main Activities

#### Administrative Duties

- Data entry e.g. daily registers, new starters and production of basic reports
- Maintenance of accurate pupil records on Management Information System
- Produce timetables
- Maintain an Inventory
- Locate pupils in lessons to pass on urgent messages from parents and/ or teaching staff.
- To contact parents / legal guardians regarding absence, asking for the collection of sick pupils on the behalf of other staff.
- Produce class lists, usually in response to teacher enquiries, of e.g. medication information, contact numbers, addresses and ensure consent forms are returned
- Telephone/reception acting as first point of contact for the school
- Issue visitor passes where necessary.
- Checking availability of rooms for internal / external use as and when required.
- Liaise with school health service, external agencies and parents including Emergency Services, Education Social Work, Speech Therapy and other services coming in to school.
- Oversee appointments - doctor, dentist, immunisations, collate responses.
- Where the school has secure gates, monitor and control visitors and open/close/man gate as appropriate.
- Be accountable for controlled stationery
- Report Faults to I.T provider and contact contractors
- Assisting with the production and updating of school publications, prospectus and schemes of work

- Collating, printing and copying school reports and record of achievement sheets
- Using appropriate IT software packages for the production of school publications, I.D badges and documentation.
- Ensure that an effective reprographics service is developed and maintained including supplies e.g. paper
- Correspondence re absences/telephone calls

#### **Financial Duties**

- Assist in the collection, receipt and banking of cash, entering all monies banked into appropriate system
- Processing petty cash claims and banking under the supervision/direction of the line manager
- Recoup free school milk allowance for schools not serviced by Dudley Catering Services
- Capitation chequebook entries on school's financial system.
- Prepare orders for supplies through approved suppliers and for submission to line manager for authorisation and identification of budget code
- 'Goods Receive' orders on purchasing system and chase any discrepancies

#### **Personnel Duties**

- Day to day supervision of volunteer and work experience trainees including basic instruction and answering of queries, under the direction of the named line manager.
- Setting up of new staff with regards to access to school systems e.g. Integris, signing-in system etc.

#### **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.

Special Conditions	This post is subject to the DBS checking process
	<p>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.</p> <p>The salary offered reflects the fact that the post holder will be required to work 13 hours per week, term-time only</p>
Car Allowance	Mileage / N/A
Prepared by	Annie Baker <span style="float: right;">04/02/2025</span>

# Model Person Specification

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## Criteria (Essential)

## Assessment By

	Application	Interview	Test
<u>Experience</u>	√	√	√
<ul style="list-style-type: none"> <li>Proven experience of clerical/administrative/financial work.</li> </ul>	√	√	√
<u>Qualifications / Training</u>			
<ul style="list-style-type: none"> <li>NVQ Level 2 in Administration or relevant subject or equivalent qualification.</li> <li>Good numeracy and literacy skills e.g. GCSE Grade c or above</li> <li>Willing to undertake the relevant training as required.</li> </ul>	√	√	√
<u>Practical Skills</u>			
<ul style="list-style-type: none"> <li>Effective use of ICT packages/ computer literate</li> <li>Good keyboard skills</li> <li>Ability to use relevant technology and equipment e.g. computer/keyboard/photocopier</li> </ul>	√	√	√
<u>Personal Qualities and Attributes</u>			
<ul style="list-style-type: none"> <li>A Knowledge of Equality &amp; Diversity issues.</li> <li>Ability to understand and relate well to children and adults.</li> <li>Able to work as part of a team, understanding school roles and responsibilities and own position within these.</li> </ul>	√	√	√
<ul style="list-style-type: none"> <li>Ability to identify own training needs and willingness to participate in training and development opportunities.</li> </ul>	√	√	√
<ul style="list-style-type: none"> <li>To comply with the Schools commitment to the protection and safeguarding of children.</li> </ul>	√	√	√

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Date	04/02/2025