



Job Description

St Edward's CE Academy, Cheddleton Staffordshire University Academies Trust Salary: £11,877.32			
Post Title	Grade	Hours	Date
Clerical Assistant Level 1	Grade 1	27.5 Term Time + 5 days	November 2020

School Purpose and Values

We will teach **wisdom**, model and expect **respect** for all. We will nurture **compassion**, **responsibility**, **courage** and **perseverance**, equipping our children for life in all its fullness as **honest** adults in our diverse and ever changing world. We aspire to work collaboratively with our academy, Multi- Academy Trust, local, national and global communities as by...

Learning and Caring Together '...they will flourish in the courts of our God' (Psalm 92:13)

Statement of Purpose

To work under the direction and instruction of line manager & senior staff to provide general clerical, administrative and financial support to the school.

Support to Pupils, Parents and the Community

- Undertake reception duties, answer routine telephone and face to face enquiries and sign in visitors.
- Communicate with parents and community (including the PTFA) via letters, email, the academy website, social media, ClassDojo
- Assist with arrangements for visits from relevant external bodies, e.g. SUAT personnel, education, health and social care professionals, Local Academy Council Members, contractors etc.

Support to Organisation

- Provide routine clerical support, e.g. photocopying, filing, emailing and completing routine forms, booking and supporting the organisation of school trips, booking courses.
- Maintain manual and computerised records/management information systems and respond to queries.
- Undertake routine typing, word-processing on an ad hoc basis.
- Sort and distribute and record mail including electronic e.g. email, Staffordshire Learning Net School Bag.
- Undertake routine administration, e.g. attendance, registers, school calendars, extra-curricula clubs, staff handbook, prospectus.
- Operate office equipment e.g. photocopier, computer.
- Arrange orderly and secure storage of supplies.
- Undertake delegated routine financial administration e.g. orders, processing invoices, ParentPay



Professional Accountabilities

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the academy and County Council's Health and Safety policy.
- The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufactures are adhered to.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.



Person Specification Clerical Assistant Level 1

Minimum Criteria for Two Ticks *	Essential Criteria	Measured By
✓✓•	Experience <ul style="list-style-type: none"> • General clerical/administrative work. 	A/I
✓✓•	Qualifications/Training <ul style="list-style-type: none"> • Good numeracy and literacy skills. 	I
✓✓•	Knowledge/Skills <ul style="list-style-type: none"> • Good understanding and ability to use relevant equipment/ technology. • Keyboard/ computer skills. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising and prioritising skills. 	A/I
✓✓•	Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Demonstrates responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	A/I

A = Assessed at Application

I = Assessed at Interview



Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated. These will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the **School Office**