

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Points	Date
C1114	Clerical Assistant (Reporting)	Grade 3	341 NJC	Oct 2021

Statement of Purpose

To contribute to the aims and ethos of the school by implementing effective administrative systems which support the achievement and progress of pupils.

Objectives:

- To support the work of the Assistant Head (Inclusion), Assistant SENCo and the pastoral team by supporting to maintain and update key pupil information, pupil attainment and targets and data.
- To assist with pupil welfare duties: liaise with parents/staff and external agencies etc.
- To assist in arrangements for school trips and events etc.
- To provide clerking administrative support to the Local Governing Body Committee

Support to Pupils

1. To support the work of the Special Needs Department.
 - Liaising with parents/carers and external agencies to set up review meetings and issuing welfare vouchers etc.
 - Word-processing annual reviews, ear-marked funding forms and policy, copying and distributing internally, and to outside agencies.
 - Inputting assessment data for all pupils and manipulating those data relevant to pupils on the SEN register, to inform SENCo and Pupil Support Manager.
 - Updating the Special Needs and Pupil Premium register and other relevant systems supporting SEND needs of pupils using the school's ICT facilities.
 - Typing up individual education plans and SEN Passports.
 - Filing documentation as appropriate to these areas.
 - Updating SEND files.
 - Taking minutes for Annual Reviews and TA meetings.
 - General clerical duties for SENCo and Pupil Support Manager.
2. To support the work of the Assistant Head (Inclusion)/ Pastoral Team/ IT Coordinator by:
 - assisting with the printing of annual pupil academic reports.
3. To co-ordinate and implement the school's reporting system, jointly with the IT Coordinator, managed by the Assistant Head (Inclusion) by:
 - Printing off and collating reports for teachers to check and sign.
 - Printing off any corrected reports.
 - Undertaking the collation of individual pupils' reports.
 - Providing appropriate electronic information for subject leaders, inputting data received, and generating and posting grade sheets for every pupil.

CHILDREN AND LIFELONG LEARNING – HR SERVICES

4. To be proactive in identifying own training needs and in liaising with the Assistant Headteacher to meet these needs,
5. To undertake duties of invigilation, after training as agreed, either within normal hours or as additional hours as long as it does not affect normal working practices.

Support to Organisation

1. To provide Clerking Administration to Governors, liaising with the Headteacher and Chair of Local Governing Body
 - To be responsible for administrative support to the Local Governing Body Committee including taking minutes at meetings and circulating agendas, paperwork etc.
 - Attend the local governing body committee meetings (7 meetings throughout the school year) for admin support and minute taking (time off in lieu for attendance at after school meetings).

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

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.

CHILDREN AND LIFELONG LEARNING – HR SERVICES

**Person Specification
Clerical Assistant (Reporting)
Level 1**

Essential Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • General clerical/administrative/financial work. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • NVQ 2 Business and Administration or equivalent qualification or experience in relevant discipline. • Good numeracy and literacy skills. 	I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Effective use of ICT packages. • Ability to use relevant equipment/resources. • Good keyboard skills. • Knowledge or relevant policies/codes of practice and awareness of relevant legislation. • Ability to work constructively as part of a team. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 	AF/I

CHILDREN AND LIFELONG LEARNING – HR SERVICES

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.• Takes 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.	AF/I
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AF - Application form I - 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.***