



School Clerk Job Description

POST: School Clerk

SALARY RANGE: NJC Grade 5 (£25,409 - £28,371 pro rata)

REPORTING TO: Head of School

JOB PURPOSE

- Provide a support and diary management function for senior leaders and undertake minute taking for senior leader meetings and relevant governor meetings where required
- To support with the administration of HR policies and procedures.
- To support with the provision of supply cover for staff on a daily basis
- To support on purchasing activities and other financial requirements of the Learning Community
- To support and deliver on community engagement activity and income generation activities
- To manage the enquiries email address for the Learning Community and support with complaints and compliments

MAIN DUTIES

Organisation

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies.
- Line management responsibilities, where appropriate.
- Liaise between senior leaders/teaching staff and support staff in all matters relating to the effective running of the campuses including staff cover
- Undertake recruitment/induction/appraisal/training/mentoring for other staff and support SLT with all aspects of the recruitment process.
- Manage the Head of School's diary, organisation of meetings and minute taking where relevant.
- Take a lead role in supporting the governing body and organising the governor's work programme

Administration

- Take lead role in the development and maintenance of record management and information systems.

- Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
- Produce, and respond to, complex correspondence and manage the learning community's email account.
- Provide complex advisory and confidential support to the Headteacher and the SLT including attendance and minute taking at SLT and all development meetings.
- Provide organisational and complex advisory support to the Governing Body including attending sub committees and taking minutes and actions
- Be responsible for completion and submission of complex forms, returns, etc., including those to outside agencies.
- Undertake a range of surveys, analyse, and report on outcomes to Governors and SLT.

Resources

- Undertake research and obtain information to inform decisions in relation to income generation strategies.
- Support with a range of community engagement initiatives and actively market and promote the learning community.
- Liaise with local businesses and develop a network of sponsorship opportunities
- Deal with facilities matters, including premises, lettings and associated income.
- Be responsible for the management of expenditure as part of the purchasing card arrangements

Responsibilities

- Comply with and assist with the development of 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 and support differences and ensure equal opportunities for all.
- Contribute to the overall core values of the Learning Community.
- Develop constructive relationships and communicate with other agencies/ professionals.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

School Clerk Person Specification

<u>Experience</u>	<u>Essential (E)</u> <u>Desirable (D)</u>	<u>Assessment</u>
<ul style="list-style-type: none"> • Able to demonstrate significant experience of working in an office environment dealing with conflicting priorities, working to deadlines and handling sensitive matters. • Able to organise and minute confidential meetings. • Able to identify and deliver sustainable income generation opportunities. 	<p>E</p> <p>E</p> <p>E</p>	<p>Application Form</p> <p>Application Form and Interview</p> <p>Application Form and Interview</p>
<u>Qualifications</u>		
<ul style="list-style-type: none"> • NVQ Level 3 or equivalent qualification or experience in relevant discipline. 	E	Application Form
<u>Knowledge/Skills</u>		
<ul style="list-style-type: none"> • Effective use of specialist ICT packages - SIMS/FMS/Authority Financials, MS Office, Google Forms and Publisher. • Full working knowledge of relevant policies/codes of practice/legislation, relevant Financial Instructions, Audit Guidelines and HR Policies • Ability to organise, lead and motivate other staff. • Ability to plan and develop systems. • Ability to relate well to children and adults. • Work constructively and flexibly as part of a team, understanding 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form and Assessment</p> <p>Application Form</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

<p>roles and responsibilities and your own position within these.</p> <ul style="list-style-type: none"> • Ability to self-evaluate learning needs and actively seek learning opportunities. 	<p>E</p>	<p>Interview</p>
<p><u>Special Requirements</u></p>		
<ul style="list-style-type: none"> • Able to work at unsocial hours including evenings and weekends • Access to a car 	<p>E E</p>	<p>Application Form and Interview Application Form</p>