

JOB DESCRIPTION & PERSON SPECIFICATION

Department	Education & Lifelong Learning
School	
Post Title:	School Clerk (Level 4)
Vision Post Number:	
Responsible to:	
Posts reporting:	
DBS Required Level:	Enhanced
Date of Description:	

JOB PURPOSE

Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or Management of support staff, including co-ordination and delegation of relevant activities

JOB DESCRIPTION

Organisation

- Take a lead role in planning, development, design, organisation and monitoring of support systems/ procedures
- Line Management responsibilities where appropriate
- Liaise between managers/teaching staff and support staff
- Hold regular team meetings with managed staff
- Undertake induction/appraisal/training/mentoring for other staff as appropriate

Administration

- Take lead role in the development and maintenance of record/information systems including Vison, SIMS, Plasc
- Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required
- Provide organisational and advisory admin support to other staff -

- Manage all administrative procedures
- Be responsible for completion and submission of complex forms, returns etc for the Head teacher, including those to outside agencies e.g. DfES, Plasc
- Manage the administration of Vision Payroll system

Resources

- Be responsible for the management of consumable resources, including management of a budget and regular audit of consumables.
- Undertake research and obtain information to inform decisions
- Assist management in procurement and securing sponsorship/funding
- Assist management in contracts eg. Private cleaning firms
- Assist management with school licences and insurance
- Assist management in marketing and promoting the school
- Manage under the overall responsibility of the Head teacher, facilities including premises, lettings and associated income, building and projects etc, providing regular reports on progress.
- Manage under the overall responsibility of the Head teacher financial administration procedures, providing regular reports on progress.
- Assist management in planning, monitoring and evaluation of budget

Responsibilities

- Comply with and assist senior management team in the development of school procedures i.e. child
- Promote equal opportunities and diversity within the workplace.
- Contribute to and support the schools culture
- 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

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Headteacher, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable Adults.

PERSON SPECIFICATION

The Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Experience** section describes what is required in terms of what is needed to undertake this job.

The **Qualifications / Training** section describes the required standards needed to undertake this particular role.

The **Knowledge / Skills** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have.

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of Microsoft packages including Word, Excel • Experience of working in an office environment in a senior position 	<ul style="list-style-type: none"> • Experience of working in a school environment • PA experience to a senior member of staff • Experience of financial systems, including monitoring and managing delegated budgets •
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE or equivalent, including GCSE (A-C) in Mathematics and English • NVQ Level 4 or equivalent qualification or experience in relevant discipline 	<ul style="list-style-type: none"> • Evidence of recent and relevant training • Excellent numeracy & literacy skills
Skills/ Abilities	<ul style="list-style-type: none"> • Effective use of specialist ICT packages • Excellent communication skills (both verbal and written) • Ability to handle cash for banking, petty cash and administer school accounts • Ability to use a range of reprographic equipment • Ability to lead, organise and motivate people • Ability to plan and develop systems 	<ul style="list-style-type: none"> • Knowledge of LEA computer systems • Use of Specialist equipment/resources • Ability to relate well to children and adults • Level 1 Welsh Language skills (Basic reading, writing, speaking and understanding) with the aim of improvement through CPD” <p>•Reading – Can read some basic words and phrases</p>

		<p>with understanding</p> <ul style="list-style-type: none"> ·Speaking – Can hold a basic conversation in welsh i.e. basic greetings ·Writing – Can write basic messages on everyday topics ·Understanding – Can understand parts of a basic conversation
Personal characteristics	<ul style="list-style-type: none"> • Ability to prioritise and work to deadlines • Excellent organisational skills • Awareness of importance of confidentiality and data protection 	
Knowledge/ Skills	<ul style="list-style-type: none"> • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these • Ability to self-evaluate learning needs and actively seek learning opportunities 	