

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Department</b>	Education & Lifelong Learning
<b>School</b>	
<b>Post Title:</b>	School Clerk (Level 3)
<b>Vision Post Number:</b>	
<b>Responsible to:</b>	
<b>Posts reporting:</b>	
<b>DBS Required Level:</b>	Enhanced
<b>Date of Description:</b>	

### **JOB PURPOSE**

Under the guidance of senior staff: be responsible for undertaking administrative, financial, organisational processes within the school. Assist the senior management team with the planning and development of support services.

### **JOB DESCRIPTION**

#### **Organisation**

- Responsible for initial queries and complaints via reception/visitor etc.
- Contribute to the planning, development and organisation of support service systems and procedures
- Organise school trips/events etc.
- Supervise, train and develop staff as appropriate

#### **Administration**

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Provide administrative and organisational support to other staff
- Undertake typing and word-processing and advanced IT based tasks
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES, Plasc
- Undertake the administration of the payroll system i.e Vision

## Resources

- Maintain school inventories and undertake audits as required.
- Manage uniform/snack/other 'shops' within the school
- Provide advice and guidance on queries to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist senior management team with procurement and sponsorship for the school
- Assist senior management team with marketing and promotion of the school
- Manage administration of facilities including use of school premises
- Undertake advanced financial administration procedures
- Assist senior management team with the planning, monitoring and evaluation of budget and the subsequent expenditure

## Responsibilities

- Comply with and assist senior management team in the development of school procedures i.e. child protection
- Promote equal opportunities and diversity within the workplace.
- Contribute to and support the schools culture
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Be proactive in own personal development i.e attend relevant training courses.
- 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.

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of Microsoft packages including Word, Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• PA experience to a senior member of staff</li> <li>• Experience of financial systems, including monitoring and managing delegated budgets</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE or equivalent, including GCSE (A-C) in Mathematics and English</li> <li>• NVQ 3 or equivalent qualification or experience in relevant discipline</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of recent and relevant training</li> </ul>
<b>Skills/ Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to use ICT for word processing, spreadsheets and data management</li> <li>• Excellent communication skills (both verbal and written)</li> <li>• Ability to handle cash for banking, petty cash and administer school accounts</li> <li>• Ability to use a range of reprographic equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of LEA computer systems</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team</li> <li>• Full working knowledge of relevant policies and awareness of relevant legislation</li> </ul> <p>Level 1 Welsh Language skills (Basic reading, writing, speaking and understanding) with the aim of improvement through CPD”</p> <p>•Reading – Can read some</p>

		<p>basic words and phrases with understanding</p> <ul style="list-style-type: none"> <li>·Speaking – Can hold a basic conversation in welsh i.e. basic greetings</li> <li>·Writing – Can write basic messages on everyday topics</li> <li>·Understanding – Can understand parts of a basic conversation</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise and work to deadlines</li> <li>• Excellent organisational skills</li> <li>• Awareness of importance of confidentiality and data protection</li> </ul>	