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**Clerical Assistant (Pastoral)**

**37 hours TTO**

**Key Purpose**

**Organisation**

* On an ad hoc basis undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
* On an ad hoc basis assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
* On an ad hoc basis assist in arrangements for schools trips, events etc.

**Administration**

* On an ad hoc basis management of the whole school ‘Office’ email account ensuring timely transfer to appropriate other email accounts.
* On an ad hoc basis provide general clerical/financial/admin support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence, sort and distribute mail.
* On an ad hoc basis handling petty cash and other monies such as ‘trip money’
* Administration of Breakfast club
* Ordering and maintenance of School uniform supplies
* Administration of School Photos including putting photos on SIMS
* Maintain manual and computerised records/management information systems e.g. Pupil records including adding and removing pupils on BSO
* Administration of Nursery, Reception and In-year admissions
* Administration of the Nursery 30 hours records and ensure all accessibility codes are up to date.
* Maintain and collate pupil reports
* Undertake typing and word-processing and other IT based tasks
* Undertake administrative procedures
* Data input using SIMS or other IT systems;
* Produce lists/reports/information/data as required e.g. pupil data
* Administration of staff mileage expenses
* Administration of school minibus:- booking services and repairs, defect management, and booking on the school diary system, arranging periodic valeting
* Administer school clubs and registers and teachers2parents club lists
* Administration of DBS checks

**Range of Decision Making and Guidance**

* Make decisions using initiative where appropriate within established working practices and procedures.
* Work under the guidance of the Office Manager, but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate.
* Gather information for the school, on the direction of the Headteacher or SLT from within school and beyond to facilitate the work of the Headteacher and SLT.
* The postholder will be expected to use good common sense and initiative in all matters relating to:
	+ the conduct and behaviour of individuals, groups of pupils and whole classes
	+ the correct use and care of materials by individual and small groups of pupils
* To interpret guidelines from other staff on the preparation of documents and materials.
	+ the safety, mobility (if required) and hygiene and well-being of the pupils.

**Resources**

* Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
* Provide general advice and guidance to staff, pupils and others

**Responsibilities**

* To maintain the confidential nature of information relating to the school, its pupils, parents and carers.
* 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 and support difference 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
* To support, uphold and contribute to the development of the Council’s Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
* To be vigilant for signs of neglect of children and to report any suspicions of this nature to the school’s Named Person.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description. Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed. Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services. The Council is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.