

Central Bedfordshire Council

Job Description

Job Title: Clerical Assistant

Responsible To: School Business Manager / Headteacher

Job Purpose: To provide clerical support within the school office

Main duties and responsibilities:

1. To undertake reception duties and deal with general enquiries from visitors, parents etc.
2. To provide clerical support to teaching staff, including routine typing/word processing, filing and photocopying.
3. To operate the school telephone system, forwarding calls as appropriate and taking messages as required.
4. To deal with class registers, extracting and collating data on pupil absence and following up absences as required by the headteacher, either by telephone or letter.
5. To maintain pupil records including changes of address, emergency contact numbers etc.
6. To deal with clerical work in connection with new pupils and pupil transfers, including compilation of transfer lists.
7. To act as the initial collection point for monies received from pupils (for school trips, photographs etc.). To count, list and bag monies and transfer to the Finance Assistant/Officer/Bursar, in accordance with school procedures.
8. To deal with lost property, ensuring the return of named items and safe storage of unclaimed and unlabelled clothing and equipment.
9. To undertake displays in classrooms and corridors, under the supervision and guidance of teaching staff.
10. To care for sick pupils, arranging for first aid as necessary and contacting parents where required.
11. To act as first point of contact with parents on a range of matters (e.g. to arrange appointments), as required by headteacher and teaching staff.

12. To assist with ordering of supplies, receiving deliveries of stock, checking against delivery notes, and informing intended recipient of any shortages, damage etc.
13. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
14. To undertake any other duties of a similar level and responsibility as may be required.