



*Unlocking the potential in everyone*

**CLERICAL ASSISTANT VACANCY – JOB DESCRIPTION**  
**GRADE 4 / 32 HOURS PER WEEK**  
**PERMANENT/TERM-TIME**

*This job description may be amended at any time following discussion between the Headteacher, Office Manager and member of staff, and will be reviewed annually.*

**JOB DETAILS**

**Job title:** Clerical Assistant  
**Salary:** Grade 4  
**Contract type:** Permanent/Term-Time  
**Reporting to:** Office Manager/Headteacher

**JOB PURPOSE**

To work effectively within the School Office, providing high quality administrative support to the Office Manager, Headteacher and SENCOs, whilst also giving priority to the needs of the pupils in our care.

**DUTIES AND RESPONSIBILITIES**

**Daily Tasks**

- Maintain the recording and management of pupil attendance.
- Caring for children, when injured or unwell, and giving appropriate first aid when necessary.
- Administering prescribed medication provided by Parents/Carers and non-prescribed medication in accordance with school policy.
- Dealing with any telephone enquiries in a calm, friendly and efficient manner.
- Provide a welcoming 'front of house' manner to any person visiting our school.
- Maintain confidentiality regarding knowledge of personal and sensitive information.
- Co-ordinate the distribution of correspondence to Parents/carers.
- Have responsibility for the sharing of information and promotion of school via social media accounts i.e. Facebook, Instagram and our website.
- Liaise with parents, visitors and outside agencies as necessary.
- Be aware of and comply with policies and procedures, particularly regarding child protection and safeguarding, equal opportunities, health and safety, confidentiality and data protection.

**General**

- Provide a high standard of clerical, secretarial and administrative support to the school, the Office Manager, School Business Manager, SENCO and Headteacher.
- Attend weekly staff briefings.
- Work with the office team to maintain a smart, tidy, efficient and welcoming office.
- Access and maintain school records via *Bromcom*, producing reports and statutory returns as required.
- Be proficient at using Ms Word and Excel to produce, create and edit a wide range of documents and information.
- Have overall responsibility in the setting up of *ParentPay* for new starters, trips, visits, activities etc.
- Order and manage all stationery for the whole school, including exercise books.

- Arrange appointments for Parents/Carers to see Class Teachers and SENCO as required.
- Monitor and update the school website, ensuring it is accessible and up-to-date at all times.
- Book staff training courses and maintain staff records.
- Set parent/teacher consultations and assist in the booking of school trips and visits.
- Oversee Parental consent for school activities, events, and trips.
- Support Parents with the use of meal ordering for hot meals at lunchtime.
- Complete all necessary tasks relating to pupils starting and leaving St. Peter's.
- Play a key role in monitoring school attendance including ensuring registers are taken and any absences are followed up appropriately and swiftly as per school policy and procedures.
- Complete referrals for Fixed Penalty Notices where applicable.
- Create the 'After School Club' timetable each term, ensuring that it is distributed to Parents in a timely manner and that *SchoolComms*, the booking system is uploaded with details for Parents and children to make choices.
- Maintain and update medical records in a timely and precise manner.
- Assist Class Teachers with Parent/Teachers consultations twice a year, ensuring that *SchoolComms* is ready for appointments to be made by Parents.
- Be prepared to cover breaktime and lunchtime cover if needed.
- Play a key role in fire evacuation procedures.
- Work co-operatively with the office team in supporting and covering each other's roles when required
- To embrace the Christian ethos of the school.

The Clerical Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. Please note that this is illustrative of the general nature and level of responsibility of the role - it is not a comprehensive list of all tasks that the successful candidate will carry out or may be asked to carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Office Manager or Headteacher.

*Please note that St. Peter's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. There will be a need for the successful applicant to undertake a criminal record check via the DBS along with other relevant checks.*