

Clarion Academy Trust

JOB DESCRIPTION

POST:	Clerical Assistant/Receptionist
SCHOOL:	Hobart High School, Loddon
GRADE:	Scale C
REPORTING TO:	PA to CEO, HR/Office Manager
HOURS:	37 per week, term time plus one week

1. PURPOSE AND SCOPE

- 1.1 To provide a high standard of clerical support (including use of ICT systems) to the school, its teachers and students and, by working flexibly, ensure that duties are carried out efficiently and effectively.

2. ORGANISATIONAL RELATIONSHIPS

- 2.1 Responsible to the PA to CEO/Office Manager.
- 2.2 Significant contact with teachers, other support staff, parents, visitors, students and volunteers.

3. PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

Clerical and Administrative Support

- 3.1 To undertake word processing and other ICT based tasks of a general nature and provide basic secretarial support to specific staff.
- 3.2 To undertake receptionist, switchboard and messenger duties, dealing with routine enquiries and receiving visitors to the school, including providing hospitality.
- 3.3 Undertake routine clerical and office duties that could include the following:
 - Assist with student work experience administration.
 - Assist with coach travel arrangements for school trips.
 - Assist with coach travel arrangements for sports fixtures.
 - Create nominal rolls for all trips and visits.
 - Upload nominal rolls to the Evolve website.
 - Assist with organisation of Parents Evenings/other events.
 - General office activities such as e-mailing, photocopying and filing.
 - Assist with the administration of pupil records/registers/data.
 - Assist with the management of stock, supplies and other school resources.
 - Assist with Trips records.
 - Assist with Music Invoicing and timetables.
 - Assist with queries regarding Cashless Catering/Wisepay.
 - Keeping office area neat and tidy.
- 3.5 Assist with the provision of medical care and first aid for students and staff.

4. General

- 4.1 To undertake other similar duties and activities within the grade and scope of the post as directed by the Head of School.
- 4.2 To be aware and comply with the school's safeguarding procedures.
- 4.3 To be aware of and comply with all school instructions and procedures relating to health and safety and to recognise the responsibilities required under the Health and Safety at Work Act 1974. Additionally, to take an active role in health and safety awareness.

5. STANDARDS

- 5.1 As a member of the staff of the school must respect confidentiality and be entirely loyal to the school in the interests of its good name and the health, well-being and good progress of its students. Must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.

6. PERSON SPECIFICATION

Experience	<ul style="list-style-type: none">• Experience in general administrative work.• Experience of maintaining computerised records and systems.
Qualifications	<ul style="list-style-type: none">• NVQ 2 or equivalent qualification or experience in relevant discipline.• Good numeracy/literacy skills. GCSE (or equivalent) in Maths and English.• ICT literate with good keyboard skills.• First Aid (or willingness to complete training)
Skills, Knowledge	<ul style="list-style-type: none">• Able to work as a member of a team dedicated to delivering comprehensive support services. Able to contribute effectively to deliver services in a manner that complies with regulatory requirements.• Good knowledge of relevant policies/standards/regulatory matters.• Effective use of ICT including experience of Microsoft.• Able to relate to and assist school staff at all levels.• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
Personal Qualities	<ul style="list-style-type: none">• Desire to acquire new skills and undertake training.• Able to work as part of a team as well as independently.• Good attendance record.

6. REVIEW

- 6.1 This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder.
- 6.2 It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.