

# Job description

**Job title:** Clerical Officer / Administrative Assistant  
**Job ref:** XS 8.6  
**School:**  
**Grade:** Dorset Grade 3  
**Reports to:** Headteacher or other nominated person

## Main job purpose

To provide efficient administrative support, to ensure compliance with LA and the School administrative/clerical and reporting requirements, including undertaking manual and computer data entry/extraction and other clerical duties.

## Main responsibilities and duties

1. To complete appropriate data input and paperwork associated with the clerical and administrative needs of the school (e.g. school transport records, pupil database).
2. To provide administrative support to all areas of the school (e.g. pupil listings, wordprocessing).
3. To receive telephone calls and visitors and take appropriate action.
4. To undertake general office duties, including collation/copying reports and documents, organising and maintaining filing systems and assisting in the absence of colleagues.
5. To be responsible for processing incoming and outgoing mail.
6. To undertake wordprocessing.
7. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

## Knowledge & skills

Keyboard skills, to be able to work accurately, under own initiative for short periods of time and to work in an organised and flexible manner.

Good telephone manner

Ability to work on own initiative and as part of a team.

## Supervision & management

The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

## Problem solving and creativity

At busy times needs to prioritise.

## Key contacts & relationships

Daily contact by telephone/face to face with Headteacher/Staff/Pupils/Parents and other visitors to the school.

## Decision making

There is a need to establish the importance and urgency of contacts made.



## Resources

General Office equipment (e.g. Word Processor, photocopier, Optical Mark reader, Fax Machine, telephone and post/franking machinery.)

## Working environment

Working in busy Office with frequent use of IT equipment.

Occasionally processing heavy loads of incoming/outgoing mail.

The Post is subject to constant interruptions.

Size, Phase and type of school and pupil profile. Split site school.

Approval			
Prepared by	Chris Matthews	Date	January 2005
Designation	Pay and Reward Manager		

