



Details of the job	
Post title:	Clerical Assistant
Reporting to:	School Business Manager / Office Manager
Salary grade:	Grade D, 3-4
Hours:	Part-time – 20 hours – Monday to Friday 8.30am-12.30pm – 39 weeks

Overall purpose of the post

- Under the direction and guidance of the Business Manager/Office Manager, assist in all administrative duties for the school.
- To act as 'Front of House' by providing a high-quality service to staff, visitors and parents.
- To be responsible for general enquiries and deliveries.
- To ensure that the school office is a professional, welcoming and safe environment.
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Principal duties

- Undertake general reception duties, including answering the telephone, responding to face-to-face enquiries, and receiving deliveries in a professional and friendly manner.
- Ensure that visitors to the school sign in, provide suitable ID including child protection documentation where applicable, are issued with a visitor lanyard and are taken to/collected by the appropriate colleague.
- Respond to general enquiries from school staff, pupils, parents and members of the public
- Check registers daily and manage pupil absences and contact parents regarding pupils who are absent from school without prior notification
- Liaise with the lunch providers where necessary
- Manage the Fruit & Veg Scheme and School Milk if required
- Produce high quality documents to meet the needs of the school team, including letters; newsletters; diary updates
- Maintain accurate manual and computerised records including management information systems
- File and retrieve documentation and other resources to support efficient record management and compliance with data protection requirements
- Regularly update the school website
- Administer medicine to children when required and keep records up to date
- Assist the Office Manager with the organisation and management of school trips and events
- Assist with pupil welfare as appropriate
- Any other duties, commensurate with the grade, for which the post holder has appropriate skills/ training, as may be required from time to time by the Business Manager/Office Manager or Headteacher

SPECIAL FACTORS:

Subject to the duration of the need, the conditions given below may apply:

- The nature of the work may involve on occasion the post holder carrying out work outside of normal working hours.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by their own training needs and the needs of the school.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity

under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, a DBS enhanced check is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Hawthorn Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Performance Management will take place on an annual cycle with the Business Manager taking the role of the appraiser.

Signed: _____ (Post Holder) Date: _____

Signed: _____ (Headteacher) Date: _____