

FORT ROYAL COMMUNITY PRIMARY SCHOOL
JOB DESCRIPTION:
RECEPTION AND CLERICAL ASSISTANT

Hours : 8.45-3.45 each day, 32.5 hours a week. (Scale 2 SCP 3-4)

Term Time Only.

Immediate Supervisor: Office Manager; School Business Manager.

Main Purpose of Post: To provide clerical, secretarial support to the school (including nursery) and undertake a range of administrative tasks and reception duties.

General administration support

- General maintenance and administration of pupil files.
 - Day to day maintenance of equipment including minor adjustments, cleaning and replenishing consumables.
 - Process, distribute and respond to incoming and outgoing mail.
 - Administer the ordering, purchase, distribution and stock control of school uniform and other goods.
 - Assist in the administration of a number of accounts including School Fund.
 - Receive and review invoices for payment;
 - Assist in administering arrangements and collection of monies for fundraising, social events and school trips.
 - Respond to alarms and support with fire evacuations as required.
 - Assist pupils.
 - Support the headteacher and SLT, and other staff as requested and appropriate .
 - Produce reports from and keep SIMS and other systems up to date
- Dealing with all telephone enquiries both internal and external and placing external calls as requested.
- Receiving and host planned and unexpected visitors, answering their inquiries and directing them as appropriate.
- Maintain Visitors access through Inventory system.
- Dealing with non-routine enquiries within set management guidelines.
- Process, place , receive and distribute orders on behalf of the school
- Preparation of documents by copying from statements, including manuscript.
- Audio/copy typing, taking notes and transcribing.
- Preparation of documents from material derived from a number of sources, tabulating and laying out of work using a text processor; duties will require simultaneous clerical work undertaken.
- Preparation of complex documents requiring specialist clerical knowledge/ use of

technical terminology and particular care in layout.

- Originating letters in reply to routine and non-routine enquiries, using own initiative, for signature for higher authority.
- Providing full secretarial support service to designated staff and multidisciplinary team attending meetings and taking verbatim minutes.

Compilation and Maintenance Records, Returns and Database.

- Maintaining stocks of standard forms proforma etc.
- Keeping records and registers as necessary.
- Coordinating, compiling and maintaining complex records such as Form 7, school timetables, starters and leavers records, Pupil profiles, annual review reports etc.

Printing, Reprographic and Copying.

- Administer information in and out of the office for pupils and staff including the preparation and copying of letters, menus, diary dates amongst others.
- Day to day maintenance of equipment including minor adjustments, cleaning and replenishing consumables.
- Keeping all records and calling appropriate maintenance contractors when necessary.

Financial and Administrative Tasks:

- Placing orders for goods and services from authorised proformas
- Receiving goods and services;
- Support finance officer as required.
- Administer and process milk and school uniform for the school.

Transport

- Updating records for Transport Section as appropriate.
- Maintaining and updating schools' transport route lists.
- Liaising with Transport Section, school escorts and parents, as necessary.
- Making ad-hoc emergency arrangements as required.

Interaction With Staff, Students, Parents and other Agencies.

- Routine contact with pupils, staff and parents.
- Dealing with routine and non-routine enquiries from pupils, staff, parents, the public, Governors, multidisciplinary support staff, suppliers/contractors, Local Authority departments etc.
- Communication/interpretation and support to pupils.
- Contacts with members of outside organisations at all levels on a wide range of major matters.
- Maintain school diary.

To carry out any other duties and tasks that are deemed to fall within the remit of the post.