



Job description: School Clerk

Responsible to: Administration and Attendance Officer
Salary: Wolverhampton NJC Grade 3
Hours: 18.5 hours per week

Description of Post

The post holder will provide comprehensive administrative support to the school. They will implement quality procedures and systems to ensure the efficient day to day running of the school so that the needs of the school are met.

Duties and responsibilities

- 1) To be responsible for routine correspondence.
- 2) Maintain computer based records using ScholarPack and Microsoft based packages.
- 3) Act as the first point of contact within the school, filtering enquiries as appropriate and taking and passing on messages to the appropriate staff.
- 4) Deal with opening and distribution of all incoming mail and recording and posting all outgoing mail.
- 5) Ensure that the arrangements for meeting the individual welfare needs of all children are clearly set out and communicated throughout the school.
- 6) Monitor the administration of the school dinner money collection, checking and maintaining accurate registers for their use. Inform the school cook of dinner numbers on a daily basis.
- 7) Administer pupil admissions and withdrawal procedure for the school.
- 8) Operate an efficient filing and retrieval system for documents and letters.
- 9) Administer elements of staff recruitment such as the sending out of application forms, collection of references and processing of expenses.
- 10) Liaise with external agencies such as the school nurse.
- 11) Administer procedures for visits by external agencies such as school dentist.
- 12) Inform parents or emergency contacts as appropriate.
- 13) Maintain pupil profiles. Complete and process statistical returns required by the LA and DfES,
- 14) Maintain and supervise pupil records including admissions and discharges.
- 15) To answer day to day queries from staff, parents and visitors.
- 16) Co-ordinate school photographs including timetabling and the collection of money.
- 17) Arrange transport for school visits, including swimming.
- 18) Any adhoc duties in line with a position at this grade.

Conditions

All duties must be carried out to comply with:

- a) The Health and Safety at work (NI) 1978
- b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
- c) Codes of Practice

All duties will be carried out in the working conditions normally inherent in the particular job. All necessary paperwork must be completed. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the post holder. Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade.

The post holder must at all times take a pride in the school, site and their own general appearance. To perform tasks requested by the SLT within the expertise of the post holder. The post holder must comply with the Governors Equal Opportunities Policy and Health and Safety Policy. The School has a No Smoking Policy which means that smoking is not allowed in the workplace.

Comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person