

# RAVENSWOOD SCHOOL JOB DESCRIPTION



## **CLERICAL ASSISTANT (with reception duties)**

**Salary Grade – JG3**

**Minimum 32.5 or maximum 37 hours per week – 39 weeks per year**

**Hours negotiable at interview**

**Line Manager – School Secretary**

### **Job Purpose:**

- To promote and support the school in fulfilling its aims
- To undertake a specific range of clerical duties which support the management of the school in an effective and positive manner.

### **Main Areas of responsibility:**

#### **General Administration**

- Work with the school secretary to ensure there is an understanding and responsibility for designated tasks. Priority of work will be determined by the school secretary or Headteacher.
- Undertake routine clerical, word processing, database and spreadsheet work.
- Prepare reports and other statistical information, as requested or scheduled, for consideration by school leaders and/or governors in order to assist them in fulfilling their responsibilities.
- Manage the input, maintenance and retrieval of personal and collective data in respect of pupils and staff, ensuring that confidential information is held securely.
- Undertake routine office duties, such as filing, counting and checking cash/cheque income and post distribution and dispatch.
- Contribute to the development and implementation of new administrative processes, including the use of systems which enhance the application of ICT in the school's administration work.
- Contribute to the security and well being of the school by keeping up-to-date and sharing information about copyright law and monitoring compliance.

#### **Support for pupils and parents.**

- Assist with any urgent social or welfare work in respect of individual pupils and, as requested by the Headteacher, participate in the supervision of pupils during an emergency or specific non-classroom activity during and after the normal school day.

#### **Support for external contacts/organisations and visitors to the school.**

- Act as receptionist for visitors to the school, providing information or referring enquiries to other members of staff, as appropriate, and receive deliveries.
- Prepare and serve refreshments for visitors (individuals or meetings), as directed by senior leaders.
- Receive incoming telephone calls to the school, responding to enquiries, accurately taking and passing on messages.
- Ensure a comprehensive record is maintained of everyone entering and leaving the premises. Issue and collect visitor identity badges.

#### **Generic Responsibilities**

- Develop and maintain working relationships with other staff and multi-agency professionals applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- Provide effective support for all other members of the school staff by sharing knowledge and expertise in a professional and constructive manner
- Take an active role in supporting and developing a culture of team working for the benefit of pupils' and others using the school.
- Participate in staff meetings and contribute to the development of policies and procedures related to the administrative responsibilities of the school
- Co-operating in performance management and taking responsibility for own continuing professional development.

**Any other reasonable duties as requested by the Headteacher.**

RAVENSWOOD SCHOOL  
JOB DESCRIPTION

*Please sign to confirm receipt and acceptance of this job description. A copy will be returned to you for your records.*

**Please Print Name:** .....

**Signature:** ..... **Date:** .....