

CLERICAL ASSISTANT (Schools)

Reference No.	A4252	Type	Individual
Service	Education and Children's Services		
Job Family	Admin & Clerical 3	Grade	FC3

Purpose

To provide front line clerical support in an educational establishment, acting as first point of contact for staff and visitors. Assist line manager with all aspects of the day to day running of the office.

You will have an individual responsibility for keeping up to date with changes in procedures and technology.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Providing clerical support such as maintaining computer systems and processes to support service delivery, photocopying, high volume printing, producing professional office documents, including e-mails, letters, memos, notices, spreadsheets, minutes etc.	Educated to SCQF level 4, which includes National 4 or Standard Grades at General level or O' Grades or equivalent in a relevant discipline Ability to provide a regular and effective service (Deliver results) – See 'How We Work Matters' Framework Experience of working in an office or within a school environment	✓ ✓	✓
Assisting in the maintenance of efficient office systems to enable prompt retrieval of data, completion of returns etc.	IT skills (Embrace technology and information)	✓	
Providing an effective and customer focused enquiry/reception service for all visitors, teachers, pupils, staff and parents.	Communication skills (Focus on customers) Interpersonal skills Experience of dealing with children	✓ ✓	✓

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Assisting in the maintenance of the schools Management Information System, including the production of registers and maintenance of pupil records.	Accuracy skills Team working skills (Work together)	✓ ✓	
Providing an efficient clerical/banking service in respect of all school monies.		✓	
Assisting with all operational aspects of the School Fund and Purchasing Card accounts (petty cash), ensuring reconciliation with bank accounts and annual end of year income.	Knowledge of corporate and school financial/admin systems		✓
Assisting in all aspects of financial information systems including ordering, receipting, resolving queries, running reports, journals etc. and general financial housekeeping at financial period end.	Experience of financial systems		✓
Ensuring timeous checking and reconciliation of pay data with financial information systems, taking effective corrective action	Initiative taking skills (Take ownership)	✓	
Managing/scheduling all school specific calendars.	Organisational skills	✓	
Maintaining the Parents Evening System including liaising with Principal Teachers to set parameters for timings and producing a school plan for the event.	Time management skills	✓	
Managing hospitality and booking of rooms			
Producing various school documents such as booklets, newsletters, handbooks and information bulletins, advising the management team on the context, content and layout.			
Assisting in the staff supply cover arrangements by processing requests through the supply messaging system.			
Ordering and receipting stocks and supplies			
Recording and maintaining accurate records of outgoing mail on a daily basis.			
Ensuring that an up to date knowledge and skills base is maintained in all of the relevant IT systems.			

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Assisting with the maintenance of the school data exchange and exclusion package, resolving queries and extracting relevant reports as required			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

