



Role Profile

Modern Apprentice Clerical Assistant			
Reference No.	A4252	Type	Individual
Service	Education and Children's Services		
Job Family	Admin and Clerical 3	Grade	FC3 50% Year 1 80% Year 2

Purpose
The apprentice will work, under supervision, to build and develop skills in providing front line clerical support in an educational establishment, assisting 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.
The duration of the apprenticeship will be up to 2 years. During this period the apprentice will undertake training towards a SVQ Level 2 in an Administrative framework which is SCQF Level 5.

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
<p>Under supervision, provide 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.</p> <ul style="list-style-type: none"> Assisting in the maintenance of efficient office systems to enable prompt retrieval of data, completion of returns etc. Providing an effective and customer focused enquiry/reception service for all visitors, teachers, pupils, staff and parents. 	<p>Minimum 2 National 4s, to include English and Maths (essential) plus one other would be beneficial</p> <p>Ability to provide a regular and effective service</p> <p>Candidates will have an interest in working in an office environment using current computer-based applications to carry out a range of duties.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

E = Essential Criteria D = Desirable Criteria

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<ul style="list-style-type: none"> • Assisting in the maintenance of the schools Management Information System, including the production of registers and maintenance of pupil records. • Assisting in providing an efficient clerical/banking service in respect of all school monies. • Assisting colleagues with operational aspects of the School Fund, ensuring reconciliation with bank accounts and annual end of year income. • Assisting colleagues in all aspects of financial information systems including ordering, receipting, resolving queries, running reports, journals etc. and general financial housekeeping at financial period end. • Assisting with managing/scheduling all school specific calendars. • Assisting with the Parents Evening System including liaising with management and teaching staff • Assisting with School lets process • Assisting with the production of various school documents such as booklets, newsletters, handbooks and information bulletins • Assisting in the staff supply cover arrangements by processing requests through the supply messaging system • Assisting with ordering and receipting stocks and supplies • Assisting with recording and maintaining accurate records of outgoing mail on a daily basis. • Ensuring that an up to date knowledge and skills base is developed in all of the relevant IT systems. • Assisting with the maintenance of the school data exchange and exclusion package, resolving queries and extracting relevant reports as required 	<p>An interest in developing IT skills</p> <p>Numerical skills</p> <p>Attention to detail</p> <p>Time management skills</p> <p>Ability to maintain confidentiality</p> <p>Developing team working skills</p> <p>Developing interpersonal skills</p> <p>Developing communication skills</p> <p>Developing organisational skills</p> <p>Developing initiative</p> <p>Experience of dealing with children</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>✓</p>
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>