Bure Valley School and John of Gaunt Infant and Nursery School

Part of Aylsham Learning Federation

Job Description and Person Specification

Job Title	Clerical Assistant
GR Number	GR9033
Grade	Scale C
Responsible to	Responsible to the School Secretary, Headteacher (Primary) and Executive Headteacher

Role and Context	
Job Purpose	To provide a high standard of word processing and clerical support to the schools, teachers and pupils by working flexibly with other administrative staff, ensuring that duties are carried out efficiently and effectively.
Other Job Information (e.g. any special factors or constraints)	Your main employment base is either Bure Valley School or John of Gaunt Infant and Nursery School, however you will regularly work flexibly across both schools. This could include working across both settings in one day.

Principal Accountabilities: Accountabilities in no order of importance. All elements are fundamental to and contribute to the effective undertaking of the role.

To undertake basic word processing and other IT based tasks, both of a general nature as may be required to meet the needs of the school, and to support to teachers. Provide secretarial support as required.

To undertake receptionist, switchboard, and messenger duties within the schools. To receive and reply promptly to any telephone and other messages, dealing as appropriate with routine enquiries.

To ensure that visitors and callers to the school are courteously and correctly received (including provision of safeguarding information/DSL's) and provide hospitality as required.

To open and distribute incoming mail, despatch outgoing mail and assist with general postal arrangements.

Maintain and update the school's database, as appropriate.

To undertake general administrative and clerical duties which include:-

- Daily tasks – attendance and lunch orders for pupils and staff;
- Personnel/staffing administrative matters, for example maintaining confidential records completing appointments details, etc.;
- Assisting with the arrangement of medical and dental examinations, looking after sick pupils and escorting them to hospital/home. Deputising First Aid duties for School Secretary as and when required;
- Assisting with school trips and travel arrangements;
- Assisting with the preparation of forms, maintenance of records/registers, computerised data and management information such as pupil admissions/leavers, pupil absences etc;
- Assisting with ordering and storage of supplies;
- Collect, receive, record and bank money;
- To undertake clerical and administrative support including photocopying, filing and emailing;
- To undertake routine financial procedures;

- To assist with first aid duties as required;
- To provide reception/administration cover across the Federation as and when required.

To undertake any other duties that are within the grade and scope of the post as determined by the Executive Headteacher.

Person Specification This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.		
	Essential	**Desirable**
Qualifications	Good numeracy/literacy skills; NVQ1 or equivalent qualification or experience in relevant discipline; GCSE grade 4 or above in both English and mathematics, or equivalent; Participation in development and training opportunities provided; Willingness to undertake general and paediatric first aid training.	General and paediatric first aid qualifications; Training in dealing with specific medical conditions or procedures.
Experience	General clerical or administrative work.	
Skills/ Knowledge	Good understanding and ability to use relevant technology; Use of relevant equipment/resources; Keyboard/computer skills; Participate in development and training opportunities; Ability to relate well to children and adults; Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	Knowledge of relevant policies/codes of practice and awareness of legislation

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General Information

The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.

This job description may be subject to modification or amendment at any time, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and Federation safeguarding requirements at all times.

Job holders must ensure that they have read, understood and act in accordance with current Federation policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.

All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and Federation policies and procedures, within legislation, and with regard to the needs of our Federation and the diverse community we serve.

Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold **the co-operative values**:

Self-help - we help people to help themselves

Self-responsibility - we take responsibility for, and answer to our actions

Democracy - we give our members a say in the way we run our organisation

Equality - we are genuinely inclusive and pursue success for everyone

Equity - we carry out our work in a way that is fair and unbiased

Solidarity - we share interests and common purposes with our members and other co-operatives

Our Ethical Values are:

Openness - nobody's perfect, and we won't hide it when we're not

Honesty - we are honest about what we do and the way we do it

Social responsibility - we encourage people to take responsibility for their own community, and work together to improve it

Caring for others - we are a nurturing community that takes care of each other and we regularly support charities and local community groups.