

Wellington School

Job Description

Clerical Assistant



Responsible to - Office Manager

Overall Responsibility:

- To provide clerical and administrative support for staff and students in the School
- To assist in the effective and efficient running of the School office
- To act as a first point of contact with the School for parents and others
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people

Main Duties

- Undertake general administrative duties, eg., receiving deliveries and visitors ensuring that they sign into the School and are given security badges
- Respond to enquiries, both verbal and written, eg., job vacancies, admissions enquiries
- Produce letters and upkeep year waiting lists for in year admissions
- Support the management of formal and informal communications in the School
- Typing general correspondence including mailmerge
- Ordering of office resources eg. stationery and equipment
- Aid in opening and distribution of incoming mail and despatch outgoing communications including maintenance of franking machine
- Assist in the general maintenance of records and data, management of the SIMS Parent Lite App, processing of CTFs
- Support staff by the provision of general clerical work in the School, eg. typing of letters, memorandums, scanning documents
- Provide staff with pupil information as required
- Work with others in updating and producing the staff handbook and daily organisation, student behaviour logs
- School website, email correspondence including sending out whole school email notification etc.
- Liaise with the Headteacher and Senior Leadership Team to ensure all school documentation for public distribution is prepared to set deadlines
- Manage pupil sickness and welfare procedures including assistance to external agencies carrying out meeting with pupils
- Provide for individual pupil welfare needs, monitor pupil sickness requirements and make arrangements with parents to collect sick pupils.
- Attend to pupils who are feeling unwell
- Provide pupils with relevant information as requested via Pupil Reception
- Deal with or report to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare
- Set a good example in terms of personal presentation, attendance and punctuality
- Staff the Office during pupil holidays and ensure administrative support is available to the Senior Leadership Team.

NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but are not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder / and Headteacher.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The Post-Holder, irrespective of his / her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.