



Department	Black Horse Hill Infant School		Division	
Designation of Post	Clerical Assistant Job Description		Grade Band C	Post No
Responsible to	Headteacher			
Immediate Subordinates				

### Description of duties

1. Provide clerical support eg word processing, photocopying, shredding, filing, scanning, emailing, completion of routine forms, letters, administration relating to school meals, school trips, school visits and events etc including supporting the Headteacher and SLT.
2. Undertake reception duties; act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors.
3. Open, sort and distribute incoming mail and post outgoing mail.
4. Maintain manual and computerised records/management information systems to ensure all pupil information is up to date and that sensitive information is secure and confidential.
5. Liaise with parents/staff/visitors/external agencies/PTA and After School Club providers as required.
6. Maintain stationery supplies and inform the Secretary of low stock.
7. Check off all deliveries of goods to school.
8. Be responsible for administrative arrangements regarding the letting of the school premises and keep records of all after school clubs.
9. Assist with the maintaining of the Petty Cash and School Fund accounts.
10. Undertake first day calling to parents of absent children and be responsible for the processing and maintenance of electronic attendance records.
11. Be responsible for the collection and accurate accounting of dinner and milk money using the School's cashless system.
12. Liaise with the suppliers of milk and fruit to school.
13. Assist with maintaining the Single Central Record.
14. Be responsible for maintaining and updating the school's inventory.
15. Be responsible for maintaining Tapestry, the Online learning journal for EYFS.
16. Deal with school uniform requests, including the collection and accurate accounting of payments made via the School's cashless system.
17. Provide administrative support for meetings and take notes at meetings, producing typed information when required by the Headteacher.
18. Add information relating to whole school policies and diary dates to the school's website at regular intervals, so that it remains up to date.

19. Provide hospitality to visitors.
20. Provide general advice and guidance to staff, pupils and others, where appropriate.
21. Follow school safeguarding policies and procedures in relation to safeguarding children, including the use of CPOMS.
22. Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the Headteacher.
23. Be a proactive member of the school team, contributing to the overall ethos/work/aims of the school.
24. Be aware of and support difference and ensure equal opportunities for all.
25. Participate in training and other learning activities and performance development as required.
26. Perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

Signed ..... Clerical Assistant

Date .....

Signed ..... Headteacher

Date .....