

# THE CORBET SCHOOL

## JOB DESCRIPTION

**JOB TITLE:** Senior Clerical Assistant / Receptionist (Secondary) – Level 1b

**GRADE:** 4

**SALARY RANGE:** Points 11 - 13

### GENERAL INFORMATION

Under the direction/instruction of senior staff: provide routine general clerical, administrative and financial support to the school.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

#### Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist with arrangements for visits by the school nurse, photographer etc.

#### Administration

- Provide routine clerical support e.g. photocopying, filing, faxing, e-mailing, completing routine forms
- Maintain manual and computerised records/management information systems
- Word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals

#### Resources

- Operate office equipment e.g. photocopier, computer, telephone exchange
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration

#### Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

Any other duties that would reasonably be expected of the post holder.