



# EDITH CAVELL PRIMARY SCHOOL

Manton Lane, Bedford. MK41 7NH

Ambitious, Achieving and Nurturing

Headteacher: Miss Heather Cooke

Tel: 01234 345636 E-mail [office@ecls.org.uk](mailto:office@ecls.org.uk)

[www.edithcavellprimary.co.uk](http://www.edithcavellprimary.co.uk)

<b>Job Title:</b>	Clerical Assistant
<b>Salary:</b>	Level 2A Point 3 - 4
<b>Responsible to:</b>	Head Teacher, School Secretary
<b>Hours:</b>	37.5 hrs per week term-time, plus 5 training days
<b>Responsible for:</b>	Providing clerical support within the school office,
<b>Role:</b>	To support the school, head teacher and school staff by undertaking high quality administrative and organisational processes as required; contribute to the smooth running of the school; Specifically,

## Administrative Duties

- Act as first contact for visitors and callers to the school and direct, answer queries and respond as the situation requires displaying a courteous, helpful and professional manner at all times.
- Produce, provide and ensure wearing of identity badges by staff, governors and visitors.
- To operate the school telephone system, forwarding calls and relaying messages as appropriate and taking messages as required in a timely manner.
- To ensure that the InVentry sign in system is maintained for staff, pupils and visitors in line with safeguarding and fire regulations.
- To ensure that in the event of a fire, or fire drill registers, InVentry Evacuation application prints a record of staff, pupils and visitor which are then removed from the building and checked in accordance with the fire evacuation procedures.
- To provide clerical support to teaching staff, the head teacher and governors, including photocopying, filing, complete standard forms, respond to routine correspondence and laminating.
- To produce and distribute as appropriate newsletters, standard forms, letters and other school documentation.
- Produce attendance certificates as requested for end of year reports, safeguarding meetings or for the EWO
- To assist with updating the staff and parent handbooks each year in conjunction with the head teacher.
- Opening and distributing mail, and responsibility for all out-going mail, postage etc, some of which may be confidential
- To make arrangement for visitors to school e.g. nurse, photographer, educational professionals and oversee the organisation for these professionals during their time in school.
- To record the dates of all governor visits to school.
- To keep the school diary and disseminate appropriate information to other staff
- To act as the initial contact for online payments via Parentpay and electronic permissions from parents via Google forms.
- Maintain electronic records of online or cash received for school activities in accordance with the School Finance Manual.

- Assist in arrangements for schools trips and activities e.g booking coaches, chasing late payment where necessary and keeping class teachers apprised of the progress towards clerical readiness for event.
- Receive, check and distribute deliveries to the school.
- Sell, monitor stock levels, order and maintain records of sale of school branded products.
- Administer the school email account and distribute, process and respond as appropriate.
- To operate, maintain and update the school parent messaging facility as required ensuring that parents are kept informed of events within school.
- To deal with lost property, ensuring the return of named items and safe storage of unclaimed and unlabelled clothing and equipment.
- To care for sick pupils, arranging for first aid as necessary and contacting parents where required.
- To assist with ordering of supplies, receiving deliveries of stock, checking against delivery notes and informing intended recipient of any shortages, damage etc.
- To maintain the school's social media profile accounts, post updates and information which has been approved by SLT
- Upload approved content onto the school website as directed by senior staff.
- Update and maintain in conjunction with the IT support as required the asset register of school IT stock. Record and update the location, repair record and life cycle of Computer equipment across the school.
- Update as required the asset register of the school.

#### General support for the school

- Promote by consistent example internally and externally the professionalism, ethos and values of the school
- Be aware of and comply with all school policies and in particular the procedures relating to Safeguarding and child protection, health, safety and security, e-safety, AUP, confidentiality and data protection. Report all concerns to an appropriate person (as named in the policy concerned)
- Be aware of and comply with policies and procedures relating to Safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall values/ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in annual Performance Management/Appraisal review processes, training and other learning activities as required.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- Undertake any other duties at a similar level of responsibility as may be required.

This job description is not necessarily a comprehensive definition of the post. The Clerical Assistant may be required to undertake such other tasks as the Headteacher requires. This job description will be reviewed on a regular basis and may be amended at any time after consultation with the Head teacher and post holder.

June 2022

**Edith Cavell Primary School is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment.**

I understand and agree to the terms of this job description

Signed:- \_\_\_\_\_

Date:- \_\_\_\_\_