

Holy Family Catholic School & Sixth Form

Job Description – Clerical Assistant

Responsible to: Vice Principal

Salary: NJC scale points 7 - 11 (45.6 weeks, 36 hours per week)

Purpose of job:

To provide an office / administration / reception service to the school under the supervision of the Vice Principal with particular reference to the duties outlined in the job description below.

Specific Duties:

- Oversee the free school meal applications and process accordingly, liaising with other colleagues as necessary.
- Oversee and manage the safeguarding admin, specifically the transfer of hardcopy files.
- Maintaining safeguarding records of transfer and filing of hard copy files in liaison with the Vice Principal and Associate Head in charge of safeguarding and behaviour.
- Oversee the booking of staff training onto external courses and in SIMs in liaison with the Assistant Head for Teaching and Learning and with the school's finance office.

General duties:

- Process enquiries from parents, staff and pupils and operate the school's telephone, postage and photocopy systems in a prompt and professional manner.
- Receive visitors to the school in a professional and courteous manner, ensure they are issued with a visitor's pass, provide them with refreshments if required, and escort them as necessary.
- Liaise with the LA and other bodies as necessary.
- Maintain inventories and stocks of stationery and other office supplies as directed.
- Provide a support service to the school's middle and senior management team.
- Administer first aid (if the postholder holds a valid first aider's certificate).
- Implement school policies, with particular attention being paid to Equal Opportunities and Health & Safety.
- To carry out any other duties commensurate with this post as directed by the Head Teacher from time to time.

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Person Specification – Clerical Assistant

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The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will be used in the shortlisting and interview process for this post.

Those categories marked “E” will be used especially for the purpose of shortlisting.

Category	Essential	Desirable
Job related knowledge/aptitude/skills		
Knowledge of:		
Microsoft word processing and spreadsheet systems	E	
Best practice in office procedures and systems		D
Aptitude:		
Ability to prioritise own work	E	
To work professionally under pressure	E	
To work as part of a team or individually	E	
To operate flexibly within the changing needs of the school	E	
Skills:		
Ability to operate PC systems	E	
Good communication skills in reception duties	E	
Ability to maintain confidentiality	E	
Qualities		
Education		
Numeracy and literacy skills sufficient to produce own correspondence and statistical information	E	
Have experience of working in a school setting		D
Personal qualities		
Commitment to the delivery of a quality service	E	
Physical		
Generally must meet L.B. Waltham Forest requirements for this type of post	E	
Equal Opportunities		
Commitment to implement the Council’s Equal Opportunities Policy, and awareness of these issues.	E	

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Personal Circumstances & Safeguarding

- Be legally entitled to work in the UK.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals.
- This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.
- Be fit to carry out the duties required of this role.
- Has appropriate motivation to work with children and young people and can relate to them in a positive way.
- Ability to maintain appropriate relationships and personal boundaries with children and young people.
- Displays commitment to the protection and safeguarding of children and young people.

February 2021