

Post: Clerical Assistant

Grade: SCP 3

Responsible to: Office Manager

Purpose of the Post: Under the direction of a supervisor provide general clerical support.
To assist other staff and to provide a clerical service.

Duties and Responsibilities:

1. General Duties

Under supervision, assisting in reception areas, meeting the public, recording visitors, answering the telephone using the correct salutation and taking accurate messages for other staff.

2. Clerical Tasks

- To receive, date stamp, sort and distribute incoming and external mail.
To record and monitor school meals.
- To provide clerical support including photocopying, faxing, e-mailing, preparing mail shots, and assisting in the completion of routine forms.
- Assist with the upkeep of manual records, inputting computerised records using SIMS and assisting with filing systems.
- To produce standard documents from IT systems.

3. Resources

- To operate office equipment e.g. photocopier, scanner, shredder, computer etc.
- To arrange orderly and tidy storage of office supplies e.g. Stationery.

4. Duties and Responsibilities

- To participate in all aspects of training and development.
- To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.

This post is subject to Disclosure.