

<b><i>Post:</i></b>	<b>Clerical Officer - 2 days per week (Mon,Tues) Lansbury Bridge School:</b>
<b><i>Salary:</i></b>	<b>SCP 11-13</b>
<b><i>Hours:</i></b>	<b>15 hours per week, part time, term time only</b>
<b><i>Responsible to:</i></b>	<b>Headteacher and School Business Manager</b>
<b><i>Post Objective:</i></b>	<b>The Clerical Officer will become an effective member of a multi-disciplinary team working together to achieve the aims of Lansbury Bridge School.</b>

Lansbury Bridge School aims to become a *Centre of Excellence* characterised by:

- Excellence of provision for those pupils who receive their education on the site of the school – a safe, secure and caring environment where expectations and achievements are high, and children and young people realise their full potential in all areas of their development: academic, physical, emotional, spiritual, moral, social and independence.
- A continuous process of developing ways to unlock each child’s potential and enable learning.
- The provision of training, advice, guidance and support, based on proven and effective methods, to colleagues in mainstream schools to support them in building their capacity to meet the needs of children with an increasingly broad range of additional needs.
- The use of PE, sport and physical activity to improve the health, behaviour, confidence and learning of the whole school community.

# **Clerical Officer, Lansbury Bridge School: Job Description**

## **PRINCIPAL RESPONSIBILITIES**

To provide clerical support to the Business Manager, Headteacher and other school staff.

To work with the Business Manager and Headteacher to provide hospitality to groups of people using the schools conference facilities.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## **KEY AREAS OF RESPONSIBILITY**

### CLERICAL SUPPORT

To assist in the completion of staff and pupil records and liaise with appropriate external bodies as and when required by the Headteacher.

To help ensure the school complies with data protection and copyright legislation.

To liaise as required with any outside agency on behalf of the school to aid in its efficient day to day running.

To carry out any general clerical duties as required to ensure the smooth running of the school as directed by the Headteacher or Business Manager, including:

- Collection of money (eg relating to school educational visits, school dinners, charity collections)
- Deal with telephone / personal enquiries
- Shredding of confidential information no longer required by school
- Open and distribute mail/e mail
- Ordering and stock taking in relation to school uniform
- Bulk photocopying
- Copy typing
- Producing standard letters
- Inputting staff and pupil data as instructed
- Record keeping and filing as instructed
- Help to maintain inventories of equipment and resources
- To maintain school photocopying machines by ensuring toner is always available and input into machines as required, and ensure photocopying paper is supplied
- To ensure all mail correctly stamped and posted on a daily basis. Post may include parcels which require taking to Post Office
- To assist in the upkeep of pupils attendance records on Sims.Net (training available)
- On occasions to minute meetings

Maintain the database of pupil records, signing pupils in and out, recording late arrivals and issuing dinner passes.

Deal with visitors to the school as and when required.

Organise and provide hospitality to visitors and for meetings.

- To take bookings made by internal staff and external bodies
- Arrange and provide refreshments as requested
- To order and receive buffet from supplier and display

## ACCOUNTABILITY

Participate in the school's arrangements for the appraisal of the performance of staff in the school and in the identification of areas in which he/she would benefit from further training to include undergoing such training.

Participate in the setting and/or monitoring of targets relating to their own performance and that of other staff.

Promote a positive image of the school.

In relation to the Local Authority, and as directed by the Headteacher or Business Manager, to liaise and work in partnership with officers and support services.

## GENERAL

**All** staff at Lansbury Bridge School are expected to take responsibility for the following:

- Safeguarding and promoting the welfare of children.
- To be aware of school policies and play a full role in their implementation.
- To comply with the Council's / Schools Health and Safety Policy and associated safe working procedures and guidelines.
- Work collaboratively with all colleagues including Support, Therapy and Nursing staff.
- Expect and encourage high standards of behaviour.
- To comply with the Council's Data Protection Policy / legal requirements.
- To comply with the Council's / Schools Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.

All staff are expected at all times to act in a manner as to justify public trust and confidence, serve the interests of Lansbury Bridge School, and uphold and enhance its good standing and reputation.

The details contained within this job description reflect the content of the job at the date it was prepared. However it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

The post is subject to Enhanced Disclosure.

**PERSON SPECIFICATION & ELIGIBILITY CRITERIA FOR THE POST OF  
CLERICAL OFFICER**

	<b>CRITERIA</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>CRITERIA WILL BE MEASURED</b>
A. <u>Education, Training and Work Experience</u>	To have worked as a Clerical Officer in an educational environment.	D	A
B. <u>Skills and abilities</u>	<p><b>The ability to:</b></p> <ul style="list-style-type: none"> <li>➤ Prioritise workload to ensure effective office support for the school.</li> <li>➤ Be able to communicate effectively with staff, parents, the community and relevant external agencies.</li> <li>➤ Relate to and work with others as a member of a team.</li> </ul>	E  E  E	I  I  I
D. <u>Knowledge and Understanding</u>	<p>To have knowledge of Microsoft Word and SIMS.</p> <p>Demonstrate an understanding of confidentiality in relation to personal and financial information.</p> <p>Demonstrate an understanding of data protection and copyright legislation.</p>	E  E  D	A / I  A / I  A / I

<p>E. <u>Personal Qualities</u></p>	<p>Strong interpersonal skills, in particular the ability to relate well to children and adults.</p> <p>The ability to be an example of good practice reflecting the policies of the Governing Body.</p> <p>Demonstrate a high standard of professionalism and self-discipline.</p> <p>Demonstrate an ability to build and maintain professional relationships</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p>F. <u>Approach to work</u></p>	<p>Demonstrates a commitment to high quality and high standards.</p> <p>Demonstrates an ability to use initiative.</p> <p>Demonstrates a commitment to equal opportunity.</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>A / I</p> <p>A / I</p>
<p>G. <u>Other Circumstances</u></p>	<p>Lansbury Bridge School makes provision for children and young people with complex needs including physical and medical difficulties and challenging behaviour. Some behaviour can be physically challenging behaviour. It is possible that any staff in school may at some time be exposed to challenging behaviour including physically challenging behaviour. This must be understood and accepted by all staff.</p>	<p>E</p>	<p>I</p>
<p>Prepared September 2015</p>			<p>A = Application Form I = Interview</p>