



Job Description



Post: Clerical Officer

Post Number:

Department:

Grade: SCP 11-13



Responsible to: School Business Manager

Responsible for: **General**

Purpose of the Post: Under instruction/guidance carry out a range of clerical tasks. To provide clerical support to the service area.



Duties and Responsibilities:

General Duties

1. To provide reception services; answering telephone and personal enquiries, receiving enquiries, providing basic information; generating and sending standard information; directing enquiries to appropriate officers or redirecting, department or agency; taking recording and taking messages, attending to visitors with due regard to the need for security of the building and the equipment belonging to the service.



Clerical Tasks

1. To be responsible for receiving, date stamping, sorting and distributing incoming/outgoing/internal and external mail in accordance with service standards.
2. To deal with incoming correspondence from suppliers and other clients.
3. To carry out clerical tasks including photocopying, filing, faxing, e-mailing and completion of documentation and respond to correspondence using standard letters/formats.
4. To carry out and be responsible for the upkeep of manual records and the inputting of computerised records and filing systems.
5. To undertake typing and word processing as required.
6. To process requisitions for goods and services.
7. To prepare invoices for certification and process petty cash payments.





8. To arrange meetings, book venues and appropriate refreshments and distribute related documentation as directed.
9. To attend meetings and take competent notes.
10. To archive documentation.
11. To collate information from systems used.
12. In accordance with service standards maintain and monitor pupil attendance records on a daily basis, and contact parents/carers in relation to pupil absences.
13. In accordance with service standards produce daily school dinner report, record school dinner bookings and monies and contact parents/carers to pursue outstanding payments in relation to school dinners.
14. To book school trips and transportation as required.
15. To count and record monies from school trips, events and charity appeals.
16. To maintain the contact list of parents and carers.
17. To provide a first point of contact for the care of sick children, administering first aid and contacting parents and carers as appropriate.
18. To document and administer medicine in accordance with the school's use of drugs policy.
19. Administer bookings, correspondence, monies and accounting in relation to the Extended Care Schemes, Clubs and Raindrops Pre School.
20. Order all foodstuffs/consumables for the school's Extended Care Schemes, Clubs and Raindrops Pre School.



Resources

21. To operate office equipment e.g. photocopier, scanner, shredder, computer etc.
22. Maintain stock and supplies of printing, stationery etc., cataloguing, distributing and reordering where necessary ensuring accurate records are maintained.



Duties and Responsibilities

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



