

Job Profile – Admin and Organisation

Job Title	<i>Clerical Assistant</i>
Job Role	Admin and Organisation Support
Level of Duties	Level 1
Grade	B

Job Purpose

1. Under the direction/instruction of senior staff, provide basic/routine general clerical support to the school.

Administration

1. To undertake routine clerical duties in relation to the organisation of out of school activities as and when required
2. To provide routine clerical support in relation to the production of specific materials e.g. school newsletters, school prospectus etc.
3. Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
4. Maintain manual and computerised records/management information systems
5. Undertake typing, word-processing and other IT based tasks
6. Sort and distribute mail
7. Undertake routine administration e.g. registers/school meals

Organisation

1. To undertake routine clerical duties in relation to the organisation of examinations
2. To assist in examination invigilation as and when required
3. To undertake routine clerical duties in relation to the organisation of teaching cover as and when necessary
4. Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
5. Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
6. Assisting with arrangements for visits by school nurse, photographer etc.