



DARRICK WOOD SCHOOL

CLERICAL ASSISTANT

Job Description

JOB TITLE:	Clerical Assistant (part job share)	
SALARY:	Scale 1 point 11	
HOURS:	29 hours per week for 41 weeks per year (5 Professional Development Days plus holiday cover)	
REPORT TO:	Mrs C Williams	
PRODUCED BY:	Dr M J Airey	DATE: January 2018

GENERAL EXPECTATIONS / REQUIREMENTS

- To maintain the general ethos of the school.
 - First Aid trained desirable
 - Good typing skills
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- Start time 8.30am
 - Lunch break 1 hour
 - Finish time 4.30pm
Monday & Tuesday
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- Start time 9.00am
 - Finish time 2.00pm
Wednesday, Thursday & Friday

DUTIES

1. To cover lunch breaks or any absence on Main Reception and to work with the main Receptionist to ensure the smooth running of this area.
2. To provide support for Reception when required and / or during busy times.
3. To work with the Admissions Secretary on the School Open Evening and New Year 7 Parents Evening, each year.
4. To ensure that there is clear communication and hand over of work / duties with the Clerical Assistant (job share) each week.
5. Word processing and clerical support for the Deputy Head Teachers, includes
 - Weekly Bulletin
 - Prize Giving
 - Minutes (SLT / Staff Briefing / School Council)
6. Responsible for the word processing for Teaching Staff, including
 - School Journey letters

- Parents Evening letters
 - Recording of School & Faculty Detentions
 - Academic Tutoring letters
 - General correspondence
7. To maintain and update the School Calendar.
 8. Completing and maintaining records for the Ski Trips.
 9. Sending correspondence electronically via the School's communications system.
 10. Collating and reporting on the responses from the communication system, if necessary.
 11. To collate and log pupil absence requests.
 12. To ensure the appropriate letters for pupil absence are prepared, signed and the relevant people notified.
 13. To provide cover or support, when required for the Medical Room.
 14. Lettings – To provide details of the costs, requirements and procedure to any interested party.
 15. To assist with promotion / marketing of the facilities.
 16. To liaise with the appropriate people to secure a letting arrangement and ensure the smooth running of the event.
 17. To ensure accurate and full details of the any Lettings are made.
 18. To ensure that deposit / full payment is obtained, within the letting agreement.

DUTIES – GENERAL

19. Archiving pupil files.
20. To assist with allocation and updating the pigeonholes when required.
21. To assist with answering telephone calls within the Office.
22. To assist with answering / opening the security gates.
23. To assist with organising and setting up refreshments for School meetings / visitors.
24. To assist with the general clearing up of the office and kitchen area as required.
25. To assist with pupil filing.
26. To support and help the Office staff during peak times.
27. To undertake any other duties as may be reasonably required.

February 2018