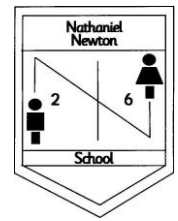


Nathaniel Newton Infant School

Victoria Road
Hartshill
Nuneaton
CV100LS



Clerical Assistant

Part Time 27.5hrs pw

Mon-Thurs 8.30-1.30 & Fri 8am-4.15pm

Term Time Only Permanent Post

Grade (E) Scale Point Range Salary FTE: £16,466.48

A pro-rata salary (27.5hrs pw) will apply of £12,238.60

Start date: 1st September

Closing date: **Monday 21st June 2021 at 12 noon**

Job Description

Position: Clerical Assistant

Responsible to: Headteacher

Job Purpose

- To assist with the smooth-running of the school office
- To provide administrative support to the Headteacher and teaching staff as required
- To manage the reception area, greet all visitors and make them feel welcome
- To project a professional image of the school at all times

Office Administration

- Contribute to and maintain administrative procedures for range of tasks
- Handle all incoming and outgoing mail
- Deal with telephone enquiries, enquiries via email, take messages and pass on as appropriate.
- Undertake routine clerical activities/duties/tasks that include photocopying, filing, emailing, organising records
- Undertake word processing, generating documents, standard letters, copy typing, using appropriate computer software.
- Maintain/input/update/retrieve information and draft returns using a computer or manually, following agreed procedures and guidance weekly, termly or annually under the Headteacher's direction.
- Collate reports, under direction.
- Distribute documents and materials within the school.
- Support routines and procedures to assist the Headteacher to manage attendance and liaise appropriately with Warwickshire County Council.
- To assist with the day to day management and monitoring of the school payment system for income on line
- Have a working experience of SIMS.

Reception

- Act as the first contact with external parties including reception duties and signing in visitors
- Deal with routine enquiries

Other

- Assist with arrangements for educational visits
- Assist with pupil welfare, deliver first aid and administer medicine, liaising with parents
- Cover for the school Finance Assistant with support from management for range of duties for short term cover
- Any other tasks as requested by the Headteacher that are appropriate to the level of the role