



# Clerical Assistant

(Data, Reprographics & Main Office)

Application Pack

# Head Teachers Welcome

Dear Applicant,

Thank you for your interest in this post. I hope that you will find our information useful and that you will decide to apply for the post. Hodge Hill College is a dynamic and innovative place to work. It has undergone massive improvements in the last six years during which time our exam results have increased significantly year-on-year and our campus has been transformed. We are a happy, confident school with a track record of innovation. In October 2021, OFSTED endorsed our view that we are a good school. We believe that our potential is far greater and continue to strive to reach this goal.

GCSE results have increased significantly, with a strong performance in all curriculum areas leading to high A8 and P8 scores. If your application were to be successful, you would be joining a creative, professional environment and a team with a strong sense of purpose and commitment to ensure all our pupils achieve. As a new colleague, you can look forward to a strong support network to help you progress in your career.

We want to recruit dedicated, dynamic, committed people, who will help us further improve outcomes for all our pupils. So, if this brief snapshot of the school appeals, and if you think you have what it takes to work with us, we look forward to receiving your completed application form.

If you have not received an invitation to interview within two weeks of the advertised closing date, please assume that an appointment has been made.

Yours faithfully,

Hannah Herrmann

**Headteacher**



# Grade 2 – Clerical Assistant – Job Description

## Safeguarding Statement

Hodge Hill College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments will be subject to an enhanced DBS check, including a Children's barred list check. Online checks will also be undertaken.

<b>Post Title:</b>	<b>Clerical Assistant</b>
<b>Responsible to:</b>	<b>School Business Manager</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Working Time:</b>	<b>36.5 hours per week, term time only plus 2 weeks (41 weeks)</b>
<b>Contract</b>	<b>Permanent</b>
<b>Salary</b>	Grade 2 - £22,737 - £24,702 (FTE Equivalent) <b>Grade 2 Actual - £20,391 – £22,773</b>

### Job Purpose:

- To be provided on the job training for comprehensive and efficient administrative support to staff, children and parents and visitors to the school under the direction School Business Manager
- To maintain a good working relationship with all staff, external agencies parents and visitors to the school, ensuring the correct safeguarding checks have taken place.
- To provide a professional and efficient business administration experience to all ensuring effective communication face-to-face, over the telephone and by electronic communication.

### Duties and Responsibilities:

#### Core Responsibilities in Data and Reographics

- To contribute to the data, resources, administration services in the school – specialising in particular areas dependant on demands of the school business requirements.
- Carry out work professionally and maintain confidentiality at all times
- To assist with routine administration tasks- including data and exam related administration under the direction of Data and Exam manager
- Assisting the Senior resources technician in producing high quality work required for school including updating of noticeboards, designing documents and copying of resources
- Supporting the Senior resources technician in preparation & printing of mail merge letters etc.
- Assisting the data and exams manager with importing results on results day and production of data for heads of departments
- Assisting with examinations when required
- Assist with high volume mailings, e.g. data checking sheets, termly letters, new pupils packs, individual reports including pupil progress reports and attendance data reports
- Being trained to maintain manual and computerised records/management information systems
- Ensure the integrity of all data held in school
- Ensure accurate pupil data is maintained, e.g. change of address and to input such changes onto SIMS system
- Provide relief cover for members of the administrative team
- Keep your area of work tidy at all times including maintenance of notice boards
- To provide a professional and courteous welcome to all visitors, dealing with enquiries from parents, students, external visitors, staff and members of the public.
- To ensure effective safeguarding of staff and students by undertaking relevant signing in and out procedures on the InVentry System.

- Respond to incoming telephone calls, taking messages as appropriate in a polite and friendly manner at all times. Ensure telephone communication is attended to promptly and courteously maintaining confidentiality at all times, being able to use initiative to convey urgent messages to staff
- Assist with pupil welfare matters, including contacting parents and staff and administering first aid.
- To ensure confiscated items are kept securely in-line with the school's policy.
- To operate the reception desk to control access into the school premises for all visitors.
- To manage and monitor the external gates reporting any concerns to an appropriate member of the SLT.

#### Visitors, Meetings and Events when based in school office

- Ensure visitors are signed in promptly and inform the relevant staff of any visitors arriving for meetings
- Provide all visitors with relevant coloured visitor lanyards and undertaking DBS documentation checks as required.
- To manage the booking of meeting rooms on School Calendars
- Ensure that the reception area, corridor and communal meeting rooms are tidy and present a positive image of the school to visitors
- To ensure refreshments are available upon request for meetings.
- To ensure stock levels of refreshments are sufficient and liaise with the Office Manager when orders need to be placed

#### General Administration

- To use SIMS on a daily basis for school administration
- To provide general administrative support, photocopying, emailing and completing routine forms and responding to routine correspondence.
- To advise Finance of deliveries or receive deliveries and inform the Site Team for distribution
- To sort delivered mail into staff pigeonholes.
- To prepare all mail for franking, and special deliveries as required including maintaining a postal record.
- Maintain a record of funds to the franking machine.
- Assist with annual stock-taking within the Main Office
- To understand Data Protection and Confidentiality
- All other administrative duties as required by the School.

#### Reprographics

- Scan & duplicate small/medium print runs using office copier
- Send larger print jobs to resources department for duplication
- Assist with jobs in the resources department as and when required

#### First Aid and Critical Incidents

- Act as additional Emergency First Aider for the school
- Assist with First Aid/welfare duties, looking after sick pupils liaising with parents/staff
- Replenish First aid boxes for trips and school offices
- Assist in the swift and orderly evacuation of the school
- Act as Fire Marshall or Deputy Fire Marshall – including carry registers / emergency equipment/clearing areas (as per the Staff Handbook) to the muster point

#### Professional Development

- Attend and participate in training and staff development programmes as per the school's continued professional development programme

#### Other Duties

- To ensure all tasks are conducted under a professional standard and adhering to the departments operational standards:
- To promote the agreed vision and aims of the school

- To set an example of personal integrity and professionalism
- Be aware of and adhere to school policies and procedures as set out in the staff handbook and other documentation available, including safeguarding and child protection, Health & Safety, Staff code of conduct, data protection etc. Reporting any concerns to an appropriate person.
- Appreciate and support the role of other professionals
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- To adhere to the ethos of the school
- Any other reasonable tasks commensurate with the role
- This post is one of continuous development and the post holder will be encouraged to develop skills and capabilities, including participation in projects and training events. Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the organisation.
- Be committed and part of the 'school wide 'team by ensuring you are available at changeover duties

**Within the grade and job description of each level the exact focus of the role will be decided at school level and will take into account the needs of the school as well as the experience and development need of the member of staff**

Signed: ..... (Line Manager)                      Date: .....

Signed: ..... (Job Holder)                      Date: .....

*It is the school's usual practice to review support staff job descriptions every 12 months as part of the Performance Management Process. This timeframe is for guidance only.*

**All offers of appointment are subject to:**

1. A satisfactory enhanced Disclosure and Barring Service Check  
*(For those who will be engaging in regulated activity, with barred list information)*
2. Two Satisfactory References. One of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or Tutor.
3. Verification of identity
4. Verification of right to work in the UK
5. Verification of mental and physical fitness to carry out work responsibilities
6. Any additional checks needed for time spent living or working overseas
7. Qualification checks as outline on your application form
8. A check that you are not subject to a prohibition order issued by the secretary of state  
*(For teachers only)*



# Grade 2 – Clerical Assistant – Person Specification

Specification	Detail	
<b>Knowledge, Qualifications and Experience</b>	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience in a general administration environment</li> <li>• Experience of working in a reception environment would be desirable</li> <li>• Experience of Microsoft Word package and email systems</li> <li>• Experience of working within an educational setting</li> <li>• Experience of using SIMS would be desirable</li> </ul>
	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A* - C in GCSE English and Maths or equivalent</li> <li>• An intermediate or above qualification in a business administration would be desirable</li> </ul>
	<b>Knowledge of Relevant Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• Working knowledge of Data Protection and Confidentiality</li> <li>• Willingness to undertake first aid training and administer first aid</li> <li>• Knowledge, understanding and commitment to safeguarding and promoting the welfare of pupils.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent customer service skills</li> <li>• Able to follow set procedures</li> <li>• Ability to complete work to the required standards of accuracy and presentation</li> <li>• Ability to work within professional boundaries with all members of staff and visitors.</li> <li>• Ability to adapt to changes in the workplace.</li> <li>• Ability to work in an organised and methodical manner</li> <li>• Ability to work effectively and supportively as a member of the school team</li> </ul>	
	<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Ability to establish rapport and respectful and trusting relationships</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with pupils.</li> </ul>
	<b>Team Work</b>	<ul style="list-style-type: none"> <li>• Ability to work in a team.</li> <li>• Ability to make a proactive contribution to the work of the team</li> <li>• Ability to work effectively with a range of adults and pupils.</li> <li>• Ability to make distinctive contribution to the work of the team.</li> </ul>
<b>Responsibilities</b>	<b>Organisational Skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Ability to remain calm under pressure</li> <li>• Ability to identify work priorities, within parameters, whilst ensuring that lower priority work is kept up to date</li> </ul>
	<b>Time Management</b>	<ul style="list-style-type: none"> <li>• Ability to plan and manage own time effectively</li> <li>• Punctual and reliable</li> </ul>
<b>General</b>	<b>Equalities</b>	<ul style="list-style-type: none"> <li>• Awareness of and promotion of equality</li> </ul>
	<b>Child Protection</b>	<ul style="list-style-type: none"> <li>• Understand and support child protection procedures</li> </ul>
	<b>Confidentiality/Data Protection</b>	<ul style="list-style-type: none"> <li>• Understand procedures and legislation relating to confidentiality/Data Protection including GDPR</li> </ul>
	<b>CPD</b>	<ul style="list-style-type: none"> <li>• Demonstrate a clear commitment to develop and learn in the role</li> <li>• Ability to effectively evaluate own performance.</li> </ul>

- Please note any issues identified in your reference will be taken up at interview.
- This job description is not necessarily a comprehensive definition of the post.

It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

**Notes:**

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school.