



JOB DESCRIPTION

CLERICAL OFFICER/RECEPTIONIST

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| Job title: | Clerical Officer/Receptionist | Job Ref: | XS 8.6 |
| Directorate: | Children's Services | | |
| School: | Burton Bradstock School | Grade: | Dorset Grade 3 |
| Reports to: | Head of School or other nominated person | | |

Main job purpose

To provide efficient administrative support, to ensure compliance with DfE's and the Minerva Learning Trust's (MLT) administrative/clerical and reporting requirements, including undertaking manual and computer data entry/extraction and other clerical duties.

Main responsibilities and duties

1. To complete appropriate data input and paperwork associated with the clerical and administrative needs of the school (e.g. school transport records, pupil database, census returns).
2. To provide administrative support to all areas of the school (e.g. pupil listings, word processing, raising and good receipting orders, collect monies and complete income sheets as appropriate).
3. To receive telephone calls and visitors and take appropriate action.
4. To undertake general office duties, including collation/copying reports and documents, organising and maintaining filing systems.
5. To be responsible for processing incoming and outgoing mail.
6. To undertake word processing.
7. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge & skills

Keyboard skills, to be able to work accurately, under own initiative for short periods of time and to work in an organised and flexible manner.

Good telephone manner

Ability to work on own initiative and as part of a team.

Supervision and management

The post holder will often be required to work without direct supervision. Supervision will be present where necessary.

Problem solving and creativity

At busy times needs to prioritise.

Key contacts and relationships

Daily contact by telephone/face to face with Headteacher/Staff/Pupils/Parents and other visitors to the school. Liaison with the MLT's central administration team.

Decision making

There is a need to establish the importance and urgency of contacts made.

Resources

General Office equipment (e.g. Word Processor, photocopier, Fax Machine, telephone and post/franking machinery.)

Working Environment

Working in normal school office environment with frequent disruption to tasks and order of tasks by pupils/staff and use of IT equipment.

Occasionally processing heavy loads of incoming/outgoing mail.

The Post is subject to constant interruptions

Progression in Post (if applicable)

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| Job description prepared by: | Gillian Jacobs |
| Date: | February 2018 |
| Burton Bradstock C of E School Is a School with 81 pupils | |