

Minsthorpe Academy Trust

Job Specification

Post Title: Clerical Officer

Reporting to: Admin Team Leader

Location: Minsthorpe Community College

Grade: G 3

Overall Purpose of the Post:

The main purpose of the role is to work as part of the Administrative Team in order to provide an efficient, professional and confidential administrative service.

Actively seek to promote equality and diversity.

All adults working in, or on behalf of the college have a responsibility to safeguard and promote the welfare of children. This includes:

- Responsibility to provide a safe environment in which children can learn and develop.
- To identify children who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

<u>Requirements for the post.</u>		
	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications/Training</u>	NVQ 2 or equivalent qualification OR Proven experience in an administrative role.	
<u>Skills/Knowledge</u>	Knowledge of all Microsoft packages i.e. Word, Excel, PowerPoint, Outlook and Explorer	Knowledge of Sims MIS.
	Proven experience of managing administrative tasks. Attention to detail is essential.	
	Organised, with good time management skills.	
<u>Competencies</u>	Excellent verbal and written communication skills to deal with people at all levels.	
	Well-developed organisational skills.	
	Ability to work to tight deadlines whilst maintaining high levels of precision.	
	Ability to respect confidentiality at all times.	
	Experience of using databases and running reports.	
	Ability to manage and prioritise own workload and switch between priorities as required.	

Responsibilities and accountabilities

- Provide general clerical/administrative support.
- Undertake typing, word-processing and other IT based tasks.
- Take, type and distribute minutes of meetings.
- Sort and distribute mail.
- Prepare and manage correspondence, reports and documents.
- Organise and coordinate meetings, conferences and travel arrangements.
- Maintain schedules and calendars.
- Check and enter data.
- Collate information.
- Update and maintain databases.
- Create and maintain filing systems – manual and computerised.
- Review files and records to answer requests for information.
- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Assist with student first aid/welfare duties, looking after sick students, liaising with parents/staff etc.
- Assisting with arrangements for visits by school nurse, photographer etc.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the college.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Other duties commensurate with the grade of the post as directed by the Principal.

Responsibilities for resources

People

None.

Budgets

None.

Physical Resources

Effective use of resources.

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

Employment checks required of this post:

- **Evidence of entitlement to work in the UK.**
- **Evidence of essential qualifications – see page 1 of this specification.**
- **Two satisfactory references.**
- **Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure.**
- **Subject to medical assessment on commencement of employment.**

Date completed: November 2016