

CESHIRE WEST AND CHESTER COUNCIL

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Clerical and Typing Assistant

REFERENCE: AAAE5152

GRADE: 3

RESPONSIBLE TO:

JOB PURPOSE

To provide a reception, word and data processing and reprographic service to support the smooth running of the administration of the school.

PRINCIPAL RESPONSIBILITIES

- 1 Provide a reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly and the image of the school is enhanced.
- 2 Acting as initial point of contact for visitors to the school, and dealing with complaints and enquiries from parents and members of the public
- 3 Liaise with school staff regarding issues such as first aid, pupil disciplinary issues
- 4 Contact parents regarding any absent pupils
- 5 Ensuring welfare of pupils, listening to problems and offering advice, supervising sick pupils in the reception area
- 6 Signing pupils in and out of the building, issuing detentions, passes and lost property where appropriate.
- 7 Provide a full reprographic service for the school to ensure that all documentation is provided to a high standard.
- 8 Provide a word processing/desk top publishing and data processing service to ensure the efficient and timely production of correspondence and documentation.
- 9 Undertake other administrative duties to facilitate the smooth running of the school.
- 10 Production of detention letters on receipt of pro-forma signed by a teacher.

- 11 Production of daily pupil and staff bulletins.
- 12 Distribution of incoming mail, franking of outgoing mail

NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Cheshire West and Chester County.