

## Job Description

Job Title Clerical Assistant

Level Level 4

Service Educational Services

### Job Purpose

Assist the Head Teacher in the provision of an efficient and effective administrative and clerical support to the school.

September 2021



## Post Responsibilities:

- To undertake a full range of office administration duties which will include processing and preparation of correspondence, word processing, data input, photocopying, statistical returns, handling incoming and outgoing mail, issuing and ordering stationery and supplies.
- To establish and maintain efficient record keeping and administrative systems and databases e.g. click and go system.
- To undertake library duties which will include the maintenance of catalogues, books and other library resources, control of issues and returns, re-stocking of shelves and book repairs (primary schools only).
- To provide clerical/administrative support for the Delegated Management of Resources (DMR) including data input and liaison as required with other parties involved in the operation of the DMR procedures.
- To undertake appropriate cash duties.
- Provide a reception service within the Office.
- Work as an effective member of a team.
- Provide a professional, helpful and friendly service to customers.
- To apply and adhere to council policies and procedures.
- Ensure adherence to relevant legislation, external policy and safe practices.
- An awareness and application of customer service standards.
- Ensure information and advice is communicated in a clear, concise and accurate manner through written and verbal communication.
- Ability to meet targets in accordance with set timescales.
- Participate in on-going training as directed to meet the requirements of the post, maintain personal development and update skills.

## Possession of:

- Candidates should have or be working towards an SVQ level 3 in Administration or equivalent or appropriate relevant experience working at this level.

## Substantiated ability to:

- Work as an effective member of a team.
- Must have initiative, personal drive and be flexible.
- A high level of discretion and awareness of client confidentiality.
- Meet the standards required under the Values and Behaviours of South Ayrshire Council.



## Demonstrable experience of:

- Working in a customer focused environment.
- Competent IT skills.
- Good written and verbal communication skills.

In terms of the Protection of Vulnerable Groups (Scotland) Act 2007, this post is designated as Regulated Work. Consequently, in order to undertake the duties of this post, you must hold Membership of the Protecting Vulnerable Groups (PVG) Scheme.

If you are charged with any offence, or are involved in any activity which may have implications for your membership of the PVG Scheme, you must immediately notify your Line Manager.

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