

Hardwick and Cambourne Community Primary School

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.



JOB DESCRIPTION

**POST: Clerical Staff/School Information Management
Level 2 Scale 2**

RESPONSIBLE TO: Headteacher

MAIN RESPONSIBILITIES AND DUTIES:

- Maintain, operate and review efficient administrative/clerical support systems in accordance with approved criteria and resources to meet the needs of the School, taking responsibility for document and data management and reviewing and improving existing systems where appropriate
- Provide a timely and effective secretarial and administrative/clerical support service to the School Leadership team in accordance with good secretarial practice.
- To ensure the effective reception of all visitors and telephone enquiries to the School, in accordance with standards and procedures required, responding to both general enquiries and non-standard questions.
- Maintain records and systems in accordance with approved regulations and standards in order to ensure the effectiveness of school information management, taking responsibility for reviewing and improving existing systems where appropriate – eg returns for LA and DFE
- Record and monitor pupil absence, alerting senior managers to any trends or issues of concern. Prepare reports on pupil attendance.
- To understand and comply with data protection requirements and guidelines on confidentiality, child protection, health and safety and security, reporting any concerns to the appropriate senior manager.
- Operate reprographic equipment in order to provide a timely and efficient service in accordance with the standards required by the Headteacher.
- To manage the records, systems and monies for school dinners and other payments with other office staff.
- Liaise with School leadership and Site Manager and other office staff in arranging maintenance for school equipment and buildings.