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**UNITY COLLEGE**

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| **JOB DESCRIPTION**  |
| **job title:** | **Faculty Clerk / Admin Support**  |
| **responsible to:** | **Team Leader** |
| **job purpose:** | **The main objectives to be achieved by the Postholder** |
| Under direction/instruction to provide routine clerical/administrative/word processing/financial support to the school. |
| main activities | What the Post holder will actually do **What prescribed duties the post holder will have** |
| **Clerical/Administrative/Teacher/Student Support** |
| (a) Routine Clerical/Administrative/Teacher/Student Support |
| * Provide routine clerical/administrative support including:
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| * filing correspondence;
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| * photocopying and routine reprographics and associated administration;
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| * accessing email, college intranet, school portal as required
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| * assist in the clerical arrangements for trips/school events etc;
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| * collating pupil reports.
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| * General welfare support where required including liaison with staff and/or parents
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| * Organise storage and supplies of office/classroom resources
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| * Undertake reception duties including answering telephone and responding to routine queries and enquiries: greeting visitors/ ensuring signing in/out arrangements complied with
* Take notes at meetings as required
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| b) General Clerical/Administrative/Teacher/Student Support |
| * Undertake standard word processing and operation of IT software as required including advances applications (mail merge/tables/spreadsheets/databases)
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| * Maintain/update manual/computerised record/management information systems and completion of routine returns/production of basic statistical data
 |
| * Providing administrative support for examinations including data inputting
* Pursuing students’ absence with parents including recording absence, as required
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| * Ordering supplies and equipment/maintain stock
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| * Undertaking routine correspondence
* Dealing with incoming/outgoing mail
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| **School** |
| * To work within school policies and procedures
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| * To contribute to the provision of an effective environment for learning
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| * To support the promotion of positive relationships with parents and outside agencies
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| * To attend skill training and participate in personal/performance development as required
 |
| * To take care for their own and other people's health and safety
* To attend First Aid training as a designated First Aider
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| * To be aware of the confidential nature of issues
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| **Note:** In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required. |
| **Agreed by:**       |



# Person Specification Form

**Post Title – Faculty Clerk / Admin Support**

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| **Personal Attributes required****(on the basis of the job description)** | **Essential (E)****or****Desirable (D)** |
| **Qualifications**4 GCSEs (Grade A-C) or equivalent | E |
| **Experience**Previous administrative/clerical experience in a commercial/public sector environment | E |
| **Knowledge/skills/abilities**General administrative/clerical skillsGood arithmetic and written skillsAbility to use computers for basic data input and interrogationGood word processing skillsGood communication skills and telephone mannerAbility to work as member of a teamAbility to organise workload to meet deadlines | EEEEEEE |
| **Other**Work as part of team to ensure office is staffed during operational hours | E |
| **Special Requirements**Willingness to undertake First Aid Training | D |