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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: | | | |
| * filing correspondence; | | | |
| * photocopying and routine reprographics and associated administration; | | | |
| * accessing email, college intranet, school portal as required | | | |
| * assist in the clerical arrangements for trips/school events etc; | | | |
| * collating pupil reports. | | | |
| * General welfare support where required including liaison with staff and/or parents | | | |
| * Organise storage and supplies of office/classroom resources | | | |
| * 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 | | | |
|  | | | |
| 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) | | | |
| * 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 | | | |
| * Ordering supplies and equipment/maintain stock | | | |
| * Undertaking routine correspondence * Dealing with incoming/outgoing mail | | | |
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| **School** |
| * To work within school policies and procedures |
| * To contribute to the provision of an effective environment for learning |
| * To support the promotion of positive relationships with parents and outside agencies |
| * 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 |
| * To be aware of the confidential nature of issues |
| **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 skills  Good arithmetic and written skills  Ability to use computers for basic data input and interrogation  Good word processing skills  Good communication skills and telephone manner  Ability to work as member of a team  Ability to organise workload to meet deadlines | E  E  E  E  E  E  E |
| **Other**  Work as part of team to ensure office is staffed during operational hours | E |
| **Special Requirements**  Willingness to undertake First Aid Training | D |