# Job Description

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| Job Title | Administrative/Clerical Assistant (Level 3) | School | Wollescote Primary School |
| Post Number | AC3 | | |
| Grade | 4 | Salary | £22,349.96 - £23,218.68 pro rata (based on 36.25 hours 39 weeks per year) |
| Reports To | Headteacher/School Business Manager | | |

**Purpose of the Job**

Level 3 Staff work under the guidance of Headteacher/Administration Manger /Secretary with a limited degree of autonomy

Staff undertaking a level 3 role will need to have specific skills and experience and may carryout day to day responsibility for regular administrative tasks, overseen by Supervisor. The basic entry requirement recommended for this role is NVQ 3. Staff should hold this qualification, or, where the school deems it to be an essential requirement, be working towards it.

**Main Activities**

**Administrative Duties**

- Answer phone calls and direct enquiries
- Greet visitors, parents, and students professionally
- Respond to emails and handle general enquiries
- Act as a first point of contact for the school
- Maintain student records (attendance, personal details, grades where applicable) ▪
- Update school databases and management systems
- File documents (paper and electronic) accurately
- Ensure records are confidential and compliant with data protection rules
- Produce letters, newsletters, and reports
- Prepare admission documents and forms
- Create and update notices, timetables, and school materials
- Photocopying, printing, and distributing paperwork
- Handle incoming and outgoing post
- Manage school email inboxes
- Keep the office organised and efficient

- Use office equipment (printers, databases, software systems)
- Administer admissions procedures
- Manage arrangements for school publications, prospectus and other publicity materials
- Medicine - storing of, ensuring that it is taken, checking that it is in date.
- Ensure accident procedures followed and reports made to LEA
- Administer special needs transport and report problems to LEA
- Before and after school clubs timesheets and administration
- Attend meetings, take and prepare minutes.
- Follow safeguarding procedures and report concerns appropriately
- Ensure visitor sign-in procedures are followed
- Support compliance with school policies and regulations
- Assist teachers and senior staff with admin tasks
- Manage arrangements for school publications, prospectus and other publicity materials
- Attend school trips when required
- Collection of statistical information for DFE, LEA and governors
- Awareness of Data Protection issues, including data protection administration as required.
- Using Desk Top Publishing packages to design and create high quality school publications.
- Co-ordination, collation and submission of information and documentation relating to applications for university courses.
- To provide reference requests from former students to support university or employment opportunities.
- To contribute to the creation, development, implementation and operation of procedures and processes which allow effective liaison with external contractors.
- Organise school trips for the whole school, to include booking activity and travel.

**Financial Duties**

- Handle petty cash and basic financial records
- Process payments (e.g., school meals, trips, uniforms)
- Issue receipts and maintain financial logs
- Order office supplies and manage stock

**Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- Attend school events as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

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| Special Conditions | This post is subject to the DBS checking process<br><br>The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff.<br><br>The salary offered reflects the fact that the post holder will be required to work 36 hours 15 minutes per week, term-time only (39 weeks). Working 8.15am – 4.00pm Monday to Friday |
| Car Allowance | N/A |
| Prepared By (Section/Mgr) | Lynne Hudson |
| Review Date | October 2026 |

# Person Specification

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| Criteria (Essential) | Assessment By | | |
|---|---|---|---|
| | Application | Interview | Test |
| | √ | √ | √ |
| **Experience** | | | |
| Office experience including the development, management and operation of administrative systems. | √ | √ | |
| Experience of financial record keeping including processing of invoices, cash handling and reconciliation. | √ | | |
| **Qualifications / Training** | | | |
| NVQ Level 3 in Office Administration or relevant subject or equivalent qualification. | √ | √ | |
| Very good numeracy and literacy skills. | √ | √ | √ |
| Willing to undertake the relevant training as required. | √ | √ | |
| **Practical Skills** | | | |
| Effective use of ICT packages | √ | √ | √ |
| Ability to use relevant technology and equipment e.g. computer/keyboard/photocopier | √ | √ | √ |
| **Personal Qualities and Attributes** | | | |
| A Knowledge of Equality & Diversity issues. | √ | √ | |

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| Ability to understand and relate well to children and adults. | √ | √ |
| Able to work as part of a team, understanding school roles and responsibilities and own position within these. | √ | √ |
| Ability to identify own training needs and willingness to participate in training and development opportunities. | √ | √ |
| To comply with the Schools commitment to the protection and safeguarding of children. | √ | √ |

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| Prepared By | Lynne Hudson |
| Date | October 2026 |