**School Name: Acklam Grange School**

**Post Title: ADMINISTRATION SUPPORT CLERK**

**Responsible to: Headteacher**

 **Director of Corporate Services**

 **Senior Admin Support Clerk**

**JOB SPECIFICATION**

**MAIN RESPONSIBILITIES OF THE POST:**

To provide an efficient and professional administrative service to departments and pastoral offices.

**STUDENT RECORDS**

1. Collates and maintains student records
2. Maintains class lists and student databases
3. Prepares and maintains spreadsheets re student achievement and exam results
4. Administers departmental awards
5. Maintains SIMS.NET student module to ensure up to date, ‘clean’ student record base.

**RESOURCES**

1. Orders and monitors stationery and stock in line with principles of Best Value
2. Prepares and maintains spreadsheets re departmental and pastoral capitation
3. Liaises with finance department re petty cash and expenses
4. Prepares and maintains spreadsheets re school trips/events
5. Collects money for student purchases and trips
6. Prepares worksheets and classroom resources
7. Oversees audio/visual resources
8. Background research for topics/themes and teaching resources
9. Keeps all departmental records up-to-date including schemes of work and departmental handbook

**STUDENT REPORTS**

Contributes to the efficient administration of the student reporting system by:

1. Supporting the Student Welfare Officer with the ‘Summary Reports’ process
2. Collating the ‘Data Reports’ with the ‘Summary Reports’ before issue to parents

**GENERAL ADMINISTRATION**

1. Types and distributes departmental memos, bulletins, agendas and minutes of meetings
2. Produces departmental correspondence to a high standard and in the appropriate ‘house’ style
3. Oversees administrative elements of cover lessons
4. Maintains departmental and pastoral display areas
5. Deals with telephone enquiries

**Other duties commensurate with the grade of the post as required by the Headteacher or Director of Corporate Services.**