

**The Highland Council  
Job Description**

<b>Service:</b>	Care and Learning	<b>Section:</b>	Education
<b>Job Title:</b>	Clerical Assistant 2 (Schools) (Relief)		
<b>Grade and Salary:</b>	HC03 - £8.51 per hour (Inclusive of Living Wage Supplement)		
<b>Responsible to:</b>	Head Teacher		
<b>Job Purpose:</b>	To support and work with the Head Teacher in relation to office duties within the school which may include:		
<b>Key Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>• Provision of clerical support for all staff within school</li><li>• Provision of and administration for systems such as : Pheonix e1; ScotXed/SQA Examinations; School Profile System; Work experience database</li><li>• Maintenance of school registration records</li><li>• Maintaining records of school monies and completing banking documentation</li><li>• General office duties including producing reports and parental newsletters</li><li>• Responsibility for the supervision of other clerical staff in the office (if appropriate)</li><li>• Responsibility for dealing with enquiries from parents and visitors to the schools, and for pupils and staff requiring assistance</li><li>• Telephone and reception duties within the school</li><li>• Reprographics and filing duties</li></ul>		
<b>Other Duties:</b>	You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.		
<b>Special Conditions:</b>	41 weeks per year plus allowance for holidays which should be taken during school holidays		

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### **Person Specification**

**Service:** Care and Learning

**Job Title:** Clerical Assistant 2 (Schools) (Relief)

#### **Essential Attributes**

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. **EXPERIENCE –**  
Previous experience of working in a busy office environment  
Previous experience in supervision of staff
2. **EDUCATION AND QUALIFICATIONS -**  
Good general level of education
3. **SKILLS/ATTRIBUTES GENERAL –**  
Able to work on own initiative.  
Adaptable.  
Able to work to deadlines.  
Good typing/IT skills.  
Knowledge of MS word
4. **SKILLS/ABILITIES SPECIFIC TO THE POST –**  
Able to respect confidentiality  
Able to use modern reprographics machinery and to deal with minor faults.

**March 2014**