



Pen-y-Cwm School

Strand Annealing Lane
Ebbw Vale
NP23 6AN

Tel: 01495 369535

e-mail: schooladmin@penycwm.com

Headteacher: Mrs D Herald BA'Ed (Hons), N.P.Q.H



(27,334 – 30,296) POST: School Clerk

SALARY RANGE: Grade 5 (27,334 – 30,296) NJC Pay Scale

HOURS: 37 Hours – Pro Rata / Term Time Only

REPORTING TO: Administrative Manager

JOB PURPOSE

- To be the first point of contact for families, services and professionals providing support and assistance.
- To arrange undertake and minute meetings with all stakeholders and administer relevant paperwork.
- To provide comprehensive administration for whole school including record management and information systems support.
- To support with the administration of HR processes and provision of supply staff on a daily basis.
- To support with purchasing activities and other financial requirements.
- To coordinate school events and deliver community engagement.

MAIN DUTIES

Organisation

- Sending reminders and invites to meetings, whilst managing diaries for senior management and meeting room.
- Maintain and update school website.
- Coordinate and manage financial aspects of PTA.
- To assist with the processing of school orders.

Administration

- Organisation and completion of paperwork for PCP/CASP/TAF meetings and minute taking where relevant.
- Take a lead role in organisation updating and monitoring of record management and information systems.
- Updating pupil files and learner record with various information received.
- To assist with the administration of staff absence paperwork.

*This organisation is committed to safeguarding and promoting the welfare of children and young people
(Article 23 of the UN Convention of the Rights of the Child)*

Privacy Notice

Data Protection law has changed, for more information and access to privacy notices outlining how the School handles your personal data, please go to the Data Protection section of the School's website

School Clerk

Job Description

- Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
- Produce, and respond to, complex correspondence.
- Be responsible for completion and submission of complex forms, returns, etc., including those to outside agencies.
- Support with a range of community engagement initiatives and actively market and promote Pen-y-Cwm School.

Responsibilities

- Knowledge and understanding of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall core values of Pen-y-Cwm School.
- Develop constructive relationships and communicate with pupils/parents/carers and other agencies / professionals.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.