

## PERSONNEL SPECIFICATION

POST: Senior Clerical Officer  
 LOCATION: Orritor Primary School, Cookstown  
 REF NUMBER: S10025

	<b>Essential Criteria (Minimum)</b>	<b>Desirable Criteria (Subject to enhancement at the determination of the panel)</b>
1. Qualifications	<p><b>EITHER</b> 4 GCSE passes at Grade C or higher (including English Language and Maths), or equivalent qualifications as recognised by the SELB plus a minimum of 1 year's clerical/administrative experience <b>OR</b> 3 years' clerical/administrative experience in the Education Sector including the use of computers;</p> <p>OCR/RSA Stage II Word Processing (Parts I &amp; II) or equivalent qualifications as recognised by the SELB;</p>	<p>OCR/RSA Stage III Word Processing (Parts I &amp; II) or equivalent qualifications as recognised by the SELB;</p>
2. Experience	<p>Experience in the use of Microsoft Office, including Word, Excel, Powerpoint and Outlook; or equivalent office packages;</p> <p>Experience in receiving, receipting, accounting for all monies, and maintaining proper banking records in accordance with financial procedures.</p>	<p>Experience of using financial management software, e.g. C2K-FMS/SAGE;</p> <p>Experience in the use of an area networked management information system, e.g. C2K/SIMS.</p>
3. Knowledge		
4. Skills		
5. Personal qualities	<p>Ability to work as part of a team;</p> <p>Possess confidentiality and personal integrity.</p>	

# THE SOUTHERN EDUCATION AND LIBRARY BOARD

## GENERIC JOB DESCRIPTION

**POST TITLE:** Senior Clerical Officer (SCP 14-17)  
**RESPONSIBLE TO:** The School Principal  
**RESPONSIBLE FOR:** Maximum of five staff (see paragraph 1 below)

### JOB PURPOSE:

To provide administrative, clerical and secretarial support to the Principal, school staff and Board of Governors and assist with the organisation and management of the school office.

### MAIN DUTIES AND RESPONSIBILITIES:

#### 1. Supervision

- 1.1 Allocate, control and monitor work of appropriate staff.
- 1.2 Identify and provide on the job training to appropriate staff.

*Note: This is a discretionary element of the job description. The grade may be awarded if supervision is not a component of the post.*

#### 2. General Administrative Processes and Records

- 2.1 Provide administrative, clerical and secretarial support for Principal, school staff and Board of Governors.
- 2.2 Develop, maintain and operate manual and/or computerised information systems in connection with pupils, staff, budgets, meals, maintenance, examinations, care, medical services, recruitment, transport, etc.
- 2.3 Complete and submit all returns/records as required.
- 2.4 Contact with relevant personnel to receive and provide information.

#### 3. Purchasing and Supplies Administration

- 3.1 Operate/oversee requisitioning procedures, including the ordering, purchasing, receiving, checking, storage and distribution of resources.
- 3.2 Stock control of resources.
- 3.3 Arrange for the maintenance of equipment in association with other school and Board staff.

#### 4. Finance

- 4.1 Receive, receipt and account for all cash.
- 4.2 Bank monies and maintain banking records.
- 4.3 Communicate with relevant personnel and provide assistance in relation to financial procedures.

#### 5. Reception, Secretarial and Secretariat

- 5.1 Operate the telephone/switchboard, receive visitors and provide hospitality as required.
- 5.2 Provide word processing/typing, filing, duplication and photocopying word processing in support of administrative processes, including the use of E-mail, intranet and Internet facilities, where appropriate.
- 5.3 Sort, screen and distribute all mail.
- 5.4 Ensure the secure storage of valuable items and confidential documentation.
- 5.5 Draft correspondence, obtain and update lists of guests, issue invitations, prepare tickets and programmes as required for school functions.
- 5.6 Maintain diaries, arrange appointments, meetings and provide a secretarial service for all staff within the school.
- 5.7 Communicate on a regular basis with professional staff from outside agencies in order to receive/provide information e.g. medical personnel, social services agency personnel etc.
- 5.8 Keep staff, pupils and parents informed of matters relating to school activities.
- 5.9 Service meetings and draft minutes as required.

## **6. Other Duties**

- 6.1 Assist work placement students with practical tasks and assignments within the school office (where appropriate).
- 6.2 Such other duties as may be assigned within the level of the job.

*It is acknowledged that the contents of this generic job description are not subject to appeal.*

**April 2000**