

**CHESHIRE WEST AND CHESTER BOROUGH COUNCIL  
QUESTIONNAIRE**

**JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>Clerical Officer - Primary School</b>	<b>JOB REF NO</b>	<b>AAAD5008</b>
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**BASIC JOB PURPOSE**

To provide general clerical support to the school.

	<b>MAIN RESPONSIBILITIES</b>
<b>1.</b>	Provide general clerical support for the school including word processing, photocopying, filing, collation of information, distribution of mail etc to ensure the efficient and timely provision of information.
<b>2.</b>	Deal with telephone and face to face enquiries to ensure that all calls/visitors are handled efficiently and effectively and good relations fostered.
<b>3.</b>	Collect and count cash and cheques received e.g. dinner monies, donations etc. and maintain accurate records of all monies received to ensure that all monies are accounted for.
<b>4.</b>	Maintain and update school files, manual and computer, including staff and pupil records to ensure that accurate information is stored securely and available for use by appropriate persons.
<b>5.</b>	Process and raise invoices to ensure that bills are paid accurately and promptly and accurate up to date financial records maintained.
<b>6.</b>	Process and compile documentation for the development of individual pupil reports.
<b>7.</b>	Receive goods and other items (including pupil's personal possessions) and ensure they get to the correct destination.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	