

THE ARNEWOOD SCHOOL
11 – 19 Academy
“Working Together – Shaping Tomorrow”

ROLE PROFILE

Job Title:	CLERICAL ASSISTANT/FOI ADMINISTRATOR
Band:	Grade C Hours: 30 hours per week, term time only
Role profile:	<ul style="list-style-type: none"> • To support the SENDCo within the Learning Support department • Provision of daily secretarial support • Provision of clerical support re FOIs/SARS • Excellent customer service skills as well as good typing ability is required.
Reporting structure: <div style="text-align: center; margin-top: 20px;"> <pre> graph TD HT[Headteacher] --> SENDCo[SENDCo] SENDCo --> DPO[DPO] DPO --> SENDCo SENDCo --> TP[This post] DPO --> TP </pre> </div>	

This job description seeks to provide an outline of the duties and responsibilities of the post. The job holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager. It is not a definitive document and does not form part of the main statement of terms and conditions or the contract of employment, and will be reviewed regularly in the light of changing service requirements. Any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant School policies, procedures and guidelines, including those relating to equal opportunities, health and safety and confidentiality of information.

DATA PROTECTION ACT 1998

Under provision of this act it is the responsibility of each member of staff to ensure that all information, held manually or on computerised systems, related to students, staff or visitors to which she/he has access during the course of their employment is regarded as strictly confidential. Failure to observe confidentiality may result in disciplinary action.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Skills, Abilities and Knowledge	Use of Microsoft Word and Excel, and Outlook Excellent interpersonal communication skills Able to liaise effectively with the public and establish good working relationships with staff at all levels. Ability to produce high quality work Ability to prioritise workload and to work to deadlines	
Knowledge, Training and Experience		Experience of working in an admin capacity Knowledge of FOI & SAR procedures
Personal attributes	Can demonstrate effective team work Flexible and adaptable working style Calm under pressure Self motivated and able to work without supervision Diplomatic and empathetic manner Able to maintain confidentiality Attention to detail	