



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Infant Junior School and Camp Education Clerk		
<b>Department:</b>	Education	<b>Section:</b>	IJS & Camp Education
<b>Reports to:</b>	School Secretary		
<b>Grade:</b>	Falkland Islands Government - G1	<b>Job Code:</b>	259CL1
<b>Overall Purpose of the Role:</b>			
To provide clerical, administrative, organisational and logistical support within the Infant & Junior School and Camp Education.			
<b>Key Role Activities:</b>			
<ul style="list-style-type: none"><li>• Provide effective clerical, administrative, organisational and logistical support to the School Secretary and the Senior Leadership Team at IJS and Camp Education. The key activities may include:<ul style="list-style-type: none"><li>◆ Support with managing school communications, e.g. answering and dealing with telephone calls, emails, post and other forms of communication efficiently and professionally.</li><li>◆ Use manual and digital databases (e.g. SIMs) for various purposes e.g. data entry and logging, tracking and monitoring of pupil / staff information; to support with financial monitoring; to support with human resource management and physical resource management, etc.</li><li>◆ Support with maintaining an accurate record of pupil attendance, producing reports as necessary, including following the school's absence management procedures by contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed.</li><li>◆ Prepare, pack and dispatch resources to Camp based staff, parents and pupils to support effective teaching and learning, as required.</li><li>◆ Maintain and organise resources, including keeping accurate records of where resources are deployed; and unpacking / returning resources to storage; advising on low stock for re-order.</li><li>◆ Carry out filing, printing, photocopying, shredding, proof-reading, as required.</li><li>◆ Ensure the office area is tidy and welcoming.</li><li>◆ When required, be the first point of contact for parents, visitors and other stakeholders, embodying the school's values and ethos in all interactions.</li><li>◆ Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures. Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures.</li></ul></li></ul>			



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**Job Title:**

Infant Junior School and Camp Education Clerk

**Key Role Activities:**

- Provide logistical support for IJS&CE events such as Farmer's Week, School Productions, residential and day educational visits, Camp Education Collaboration Days, Prize Giving, Susan Whitley Art and Craft exhibition, parents evenings and meetings and assemblies.
- When required, transport staff and resources to Camp Education locations.
- Prepare and produce newsletters and distributing to all education department and parents.
- Maintain website content to keep it up-to-date and accurate: research, create and publish new content to the website and social media platforms on a regular basis, including text, images, videos, and other digital assets. Coordinate with internal teams to ensure timely and accurate posting of information. Coordinate with wider FIG regarding website management.
- Provide minute taking at meetings, as directed and produce the minutes of those meetings.
- Understand and follow the relevant school policies, ensuring all duties and responsibilities are undertaken in line with the school's health and safety and safeguarding policies.
- Undertake training and development as required to develop in the role.
- Attend meetings as necessary.
- Contribute to the safety of children and young people and protect them from harm.
- Stand in for the School Secretary in their absence.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG, commensurate with your role and grade.***

**Additional Information:**

The Falkland Islands Schools are fully committed to safeguarding children and promoting their welfare and as such expects all staff to share in this commitment. All posts are subject to pre-employment safeguarding checks

**Criminal Record Checks: (This post is regarded as a sensitive post)**

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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<b>Person Specification:</b>	Infant Junior School and Camp Education Clerk		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills and Experience:</b>			
Experience as an office administrator, office assistant, or similar role within a similar working environment.	✓		A
Ability to use IT packages (Microsoft Word) including word processing, spreadsheets and presentation software, including the internet.	✓		A
Excellent written and verbal communication skills	✓		A / I
Excellent editing skills and ability to adapt to the school style guidelines for the newsletters and creating web content	✓		A / I / R
Good organisational skills, with the ability to respond effectively and quickly to non-routine situations.	✓		A / I / R
Good interpersonal and verbal communication skills to effectively deal with customers over the telephone and face to face	✓		A / I / R
Aptitude for learning new software and systems quickly	✓		A / I
Know how to draft effective reports/minutes and letters etc.	✓		A / I / R
Good audio typing skills and accurate minute taking skills	✓		A / I / R
Able to work without close supervision	✓		I / R
Ability to use relevant office equipment effectively	✓		A / I
Experience in website administration and development		✓	A / I / R
Experienced in the use of Dynamics software or other accounting software for vote control and invoicing		✓	A / I
Experience of working with children or young people.		✓	A / I
Understanding of safeguarding		✓	A / I
<b>Personal Attributes:</b>			
Commitment to promoting the school values <b>Respect, Resilience and Curiosity</b>	✓		I / R
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.	✓		I / R
Able to show initiative, be self-motivated, work under pressure and prioritise effectively.	✓		I / R



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<b>Person Specification:</b>	Infant Junior School and Camp Education Clerk		
Criteria	Essential	Desirable	Assessment Method
<b>Personal Attributes: continued</b>			
Able to adhere to strict confidentiality	✓		I/R
Able to be flexible and work well in a small team	✓		I/R
Have a polite and friendly manner	✓		I/R
Accurate and methodical	✓		I/R
Approachable and able to deal with difficult situations calmly	✓		I / R
Sensitive to the abilities of others and a good listener	✓		I / R
Suitable to work with children and young people.	✓		I / R
<b>Qualifications and Training:</b>			
GCSE pass in English & Maths	✓		A
Current valid driving licence	✓		A
Qualifications related to Information Technology		✓	A / I
Current first aid training		✓	A / I
NVQ level 2 in Business and Administration or equivalent, or the ability to obtain one within an appropriate time frame.		✓	A / I
Ability to speak a second language.		✓	A / I
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

## Method of Assessment:

A - Application Form

I - Selection Interview

R - Reference