

Annex 5

Administrative and clerical tasks

- ☐ Collecting money from pupils and parents.
- ☐ Investigating a pupil's absence.
- ☐ Bulk photocopying.
- ☐ Typing or making word-processed versions of manuscript material and producing revisions of such versions.
- ☐ Word-processing, copying and distributing bulk communications, including standard letters, to parents and pupils.
- ☐ Producing class lists on the basis of information provided by teachers.
- ☐ Keeping and filing records, including records based on data supplied by teachers.
- ☐ Preparing, setting up and taking down classroom displays in accordance with decisions taken by teachers.
- ☐ Producing analyses of attendance figures.
- ☐ Producing analyses of examination results.
- ☐ Collating pupil reports.
- ☐ Administration of work experience (but not selecting placements and supporting pupils by advice or visits).
- ☐ Administration of public and internal examinations.
- ☐ Administration of cover for absent teachers.
- ☐ Ordering, setting up and maintaining ICT equipment/software.
- ☐ Ordering supplies and equipment.
- ☐ Cataloguing, preparing, issuing and maintaining materials and equipment and stocktaking the same.
- ☐ Taking verbatim notes or producing formal minutes of meetings.
- ☐ Coordinating and submitting bids (for funding, school status and the like) using contributions by teachers and others.
- ☐ Transferring manual data about pupils not covered by the above into computerised school management systems.
- ☐ Managing the data in school management systems.