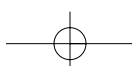
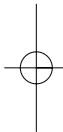
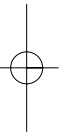


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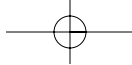
**Routine
administrative
and clerical tasks**



ROUTINE ADMINISTRATIVE AND CLERICAL TASKS

The following list has been published by the Department for Education and Skills as an indication of the kinds of tasks which might be undertaken by Teaching Assistants:

- *Collecting money*
- *Chasing absences*: teachers will need to inform the relevant member of staff when students are absent from their class or from school
- *Bulk photocopying*
- *Copy typing*
- *Producing standard letters*: teachers may be required to contribute as appropriate in formulating the content of standard letters
- *Producing class lists*: teachers may be required to be involved as appropriate in allocating students to a particular class
- *Record keeping and filing*: teachers may be required to contribute to the content of records
- *Classroom display*: teachers will make professional decisions in determining what material is displayed in and around their classroom
- *Analysing attendance figures*: it is for teachers to make use of the outcome of analysis
- *Processing exam results*: teachers will need to use the analysis of exam results
- *Collating pupil reports*
- *Administering work experience*: teachers may be required to support pupils on work experience (including through advice and visits)
- *Administering examinations*: teachers have a professional responsibility for identifying appropriate examinations for their pupils
- *Administering teacher cover*
- *ICT trouble shooting and minor repairs*
- *Commissioning new ICT equipment*
- *Ordering supplies and equipment*: teachers may be involved in identifying needs
- *Stocktaking*
- *Cataloguing, preparing, issuing and maintaining equipment and materials*
- *Minuting meetings*: teachers may be required to communicate action points from meetings
- *Coordinating and submitting bids*: teachers may be required to make a professional input into the content of bids
- *Seeking and giving personnel advice*
- *Managing pupil data*: teachers will need to make use of the analysis of pupil data
- *Inputting pupil data*: teachers will need to make the initial entry of pupil data into school management systems.



ROUTINE ADMINISTRATIVE AND CLERICAL TASKS

