**Administrative and clerical tasks (not an exhaustive list)  
*(although the School Teachers’ Pay & Conditions Document [STPCD]  
no longer contains a list of examples of such tasks for guidance,  
the contractual protection against undertaking this work is still in place)***

1. Collecting money from pupils and parents.

2. Investigating a pupil’s absence.

3. Bulk photocopying.

4. Typing or making word-processed versions of manuscript material and producing revisions of such versions.

5. Word-processing, copying and distributing bulk communications, including standard letters, to parents and pupils.

6. Producing class lists on the basis of information provided by teachers.

7. Keeping and filing records, including records based on data supplied by teachers.

8. Preparing, setting up and taking down classroom displays in accordance with decisions taken by teachers.

9. Producing analyses of attendance figures.

10. Producing analyses of examination results.

11. Collating pupil reports.

12. Administration of work experience (but not selecting placements and supporting pupils by advice or visits).

13. Administration of public and internal examinations.

14. Administration of cover for absent teachers.

15. Ordering, setting up and maintaining ICT equipment and software.

16. Ordering supplies and equipment.

17. Cataloguing, preparing, issuing and maintaining materials and equipment and stocktaking the same.

18. Taking verbatim notes or producing formal minutes of meetings.

19. Co-ordinating and submitting bids (for funding, school status and the like) using contributions by teachers and others.

20. Transferring manual data about pupils not covered by the above into computerised school management systems.

21. Managing the data in school management systems.