

Clerical/administrative tasks that should not be undertaken by teachers from September 2003

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- 1 Collecting money
- 2 Chasing absences
- 3 Bulk photocopying
- 4 Copy typing
- 5 Producing standard letters
- 6 Producing class lists
- 7 Record keeping and filing
- 8 Classroom display
- 9 Analysing attendance figures
- 10 Processing examination results
- 11 Collating pupil reports
- 12 Administering work experience
- 13 Administering examinations
- 14 Administering teacher cover
- 15 ICT trouble shooting and minor repairs
- 16 Commissioning new ICT equipment
- 17 Ordering supplies and equipment
- 18 Stocktaking
- 19 Cataloguing, preparing, issuing and maintaining equipment and materials
- 20 Minuting meetings
- 21 Coordinating and submitting bids
- 22 Seeking and giving personnel advice
- 23 Managing pupil data
- 24 Inputting pupil data