



Illustrative list of routine administrative and clerical tasks that should not be undertaken by NASUWT members

Members will refuse routinely to participate in administrative, clerical and organisational tasks which do not call for the exercise of a teacher's professional skills and judgement, including:

- a) keeping and filing records, including records based on data supplied by teachers;
- b) transferring manual data about pupils into computerised school management systems;
- c) producing analyses of attendance figures or examination results;
- d) managing the data in school management systems;
- e) collecting money from pupils and parents;
- f) investigating a pupil's absence;
- g) bulk photocopying;
- h) typing or marking word-processed versions of manuscript material and producing revisions of such versions;
- i) word processing, copying and distributing bulk communications, including standard letters, to parents and pupils;
- j) producing class lists;
- k) putting up or taking down classroom displays;
- l) producing analyses of attendance figures;
- m) producing analyses of examination results;
- n) collating pupil reports;
- o) administration of work experience;
- p) administration or invigilation of public and internal examinations;
- q) administration of cover for absent teachers;
- r) ordering, setting up and maintaining ICT equipment and software;
- s) ordering supplies and equipment;
- t) cataloguing, preparing, issuing and maintaining materials and equipment and stocktaking the same;
- u) taking verbatim notes or producing formal minutes of meetings;
- v) coordinating and submitting bids, for funding, school status and the like, using contributions by teachers and others;
- w) transferring manual data about pupils not covered by the above into computerised school management systems.