



Bogged down with admin tasks?

Inputting pupil data?

Analysing attendance figures and exam results?

Carrying out tasks previously done by support staff?

Yes?

take action!

Every NASUWT member

is protected by our Action on administrative and clerical tasks.

NASUWT Action Instruction – Administrative and clerical tasks

Members should refuse to undertake routine administrative and clerical tasks.

For more information, go to: www.nasuwat.org.uk/industrialactionengland
03330 145550 advice@mail.nasuwat.org.uk

Implementation guidance

ADMINISTRATIVE AND CLERICAL TASKS

Teachers cannot be required to routinely carry out administrative and clerical tasks.

Tasks do not have to be done on a daily basis to be routine. Many tasks are done only once a year, such as collating reports. This would still be classed as routine and therefore should not be done by teachers.

Schools should reduce workload by removing from teachers tasks which do not require a teacher's qualifications, skills and abilities and demonstrate that they are taking appropriate action to free teachers to focus on teaching and learning.

An illustrative list of routine administrative and clerical tasks that should not be undertaken by teachers can be found on the NASUWT website.



03330 145550

advice@mail.nasuwt.org.uk

www.nasuwt.org.uk/IndustrialActionEngland

NASUWT
The Teachers' Union

Making A World of Difference



Share



Tweet



Forward

Help, advice, support

Email: advice@mail.nasuwt.org.uk

Or call **03330 145550**. Lines are open weekdays from 8am to 6.30pm.

Our mailing address is:

NASUWT
Hillscourt Education Centre
Rose Hill
Rednal
Birmingham
B45 8RS