

Queen Eleanor's Church of England Junior School
*An Academy in the Good Shepherd Trust**
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
E-mail: office@queen-eleanors.surrey.sch.uk
Tel: 01483 561323



Headteacher: Jo Davies

Jesus the Good Shepherd said, "I have come to give life – life in all its fullness." John 10:10

Office Assistant Job Description

Job Title:	Office Assistant
Line manager:	Trust Business Manager (TBM)
Responsible to:	Trust Business Manager
Job Purpose:	To provide a full range of administrative and secretarial support services to the staff of the school and other stakeholders as part of the administrative team.

Key Tasks:

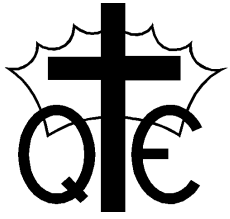
Manning the School Office

- Being a welcoming first point of contact for all visitors to the school whilst maintaining a high degree of security for the school and providing an efficient and courteous reception (including asking people to sign in and out and giving visitors a badge) to Governors, Parents, Contractors and all visitors in support of the Head teacher, staff and pupils.
- To present a positive image of the school to parents and the local community.
- To answer the telephones efficiently and courteously, forwarding detailed messages as appropriate.
- To maintain levels of supplies for first aid, re-ordering as necessary.
- To be a qualified first-aider and provide First Aid to all children as necessary in a sympathetic and efficient manner, ensuring a record is logged of all incidents and the Accident book is completed for more serious injuries. To contact parents/carers where necessary for the collection of a sick or injured child or to report a head injury.
- To administer medicines to any children as required by the parent/carers.
- Receiving and distributing school post, organising the dispatch of post.
- Operating the door entry system and Entry Sign. Making sure that this is a secure system.
- Coordinate the school clubs effectively and efficiently. Liaise with external providers and staff to schedule and administer termly School Clubs.
- To prepare and manage swimming.

Administrative Tasks

- To be responsible for photocopying, collating and the distribution of documents as required.
- To assist admission with the annual production of Transition Packs if required.
- To prepare standard letters and emails as required by the TBM/ Headteacher.
- To file and retrieve information as required. Filing of pupil information, assisting in the transfer of pupil files to next school in summer term as and when requested by the admission officer or TBM.

www.queen-eleanors.surrey.sch.uk



Queen Eleanor's Church of England Junior School
*An Academy in the Good Shepherd Trust**
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
E-mail: office@queen-eleanors.surrey.sch.uk
Tel: 01483 561323



Headteacher: Jo Davies

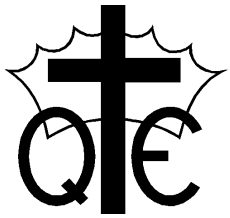
Jesus the Good Shepherd said, "I have come to give life – life in all its fullness." John 10:10

- To assist as and when required in the collection and recording of monies/permission forms for school trips.
- To monitor Lost Property and return named items where possible.
- To maintain an efficient filing system. To assist with archiving and document disposal.
- To undertake any other ad hoc tasks that may be required from time to time by the Head teacher and TBM to ensure the smooth running of the school.
- To undertake identity checks as and when required for DBS checks and liaise with the finance team to enter all information on to the Single Central Record (SCR).
- To ensure Scopay dinners payments are all up today.
- To Liaise with catering and other Staff to schedule and administer School meals.
- To maintain data and produce reports from the School Management Information System (Arbor).
- In liaison with SLT and staff, sending electronic communications to parents via Arbor.
- Attendance – checking class registers & dinner lists daily as per TBM's instructions.
- Supporting the team with data entry of all new starter and leavers.
- Help manage the administration of before/after school clubs. Liaising with class teachers, clubs and ASC team
- Maintaining Special Diet and Medical sheets where necessary and distributing to all classes and liaising with the kitchen to ensure all special diets are communicated.
- Assisting TBM with some school functions e.g. Open or Induction day for parents if required
- In liaison with TBM/ SLT, setting up events, managing users and monitoring responses / sending reminders, etc.
- Monitor & chase school lunch debts (in line with policy) and provide regular updates to TBM

Supplies – order, invoices and payment

- To assess office stationery needs and other supplies and compile orders as required by TBM
- To check goods received against orders placed, and follow up any queries with suppliers. Distribute goods to those who have ordered them.
- To liaise with the TBM as necessary to ensure the smooth running of the above.

www.queen-eleanors.surrey.sch.uk



Queen Eleanor's Church of England Junior School
*An Academy in the Good Shepherd Trust**
 Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
 E-mail: office@queen-eleanors.surrey.sch.uk
 Tel: 01483 561323



Headteacher: Jo Davies

Jesus the Good Shepherd said, "I have come to give life – life in all its fullness." John 10:10

Person Specification

Factors	Essential	Desirable
Attitude, Behaviour and Values	<ul style="list-style-type: none"> Strong interpersonal skills, including the ability to communicate warmly and effectively with visitors, including parents, and to deal sympathetically with children. The ability to liaise with people at all levels and relate to people from a wide range of backgrounds Good time management, good organisation skills and the ability to prioritise An understanding of the school's ethos and willingness to reflect it to all visitors to the school. To dress in a professional manner. The ability to work in a team environment. Confidence, enthusiasm, flexibility, and responsiveness to change, and a sense of humour. A desire to learn and to work with all to promote the aims of the school. 	
Qualifications and Further training	<ul style="list-style-type: none"> English GCSE or equivalent Maths GCSE or equivalent 	<ul style="list-style-type: none"> RSA Stage II typing or equivalent
Experience	<ul style="list-style-type: none"> Previous secretarial/ Office administration experience 	<ul style="list-style-type: none"> Previous secretarial experience within a school Experience of cash handling
Skills	<ul style="list-style-type: none"> Willingness to undertake First Aid training Excellent Excel and Word Strong IT skills using Microsoft Office The ability to learn new IT packages 	<ul style="list-style-type: none"> A knowledge of First Aid Working knowledge of Information Management systems (eg SIMS Arbor Pupil Asset)
Other Requirements	<ul style="list-style-type: none"> The post holder must respect the confidentiality of all matters relating to the Pupils, Staff, Local Committee and Directors of Queen Eleanor's Junior School and Good Shepherd Trust 	

www.queen-eleanors.surrey.sch.uk