

General Office Duties Assistant

Salary	Grade C Points 3-6 £24,796-£25,989 (Actual Salary £11,078-£11,611)
Hours per week	20 Hours per week (12:45pm -4:45pm)
Responsible to	Administration Manager

All staff of Kings Priory School should:

1. Promote and support the distinctive Christian character of the school as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.
2. Understand the concept of *in loco parentis* and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership.
3. Contribute to the whole professional life of the school which has successful teaching and learning as its core purpose supported by all staff contributing to Woodard's commitment to each student gaining meaningful enriching experiences.

Purpose:

Provide office support to ensure efficient day-to-day operations, excellent customer service, and reliable assistance to colleagues, visitors and external partners. The role supports both sites and contributes to the smooth running of core office functions, including reception, reprographics, general administration and first aid, while also supporting the wider school functions as and when required.

MAIN DUTIES:

- Provide cover for the Main Reception as and when required, welcoming visitors, staff, contractors and service providers. Manage sign-in procedures, handle incoming calls, and maintain a professional, customer-focused front-of-house environment while ensuring all safeguarding and site-access protocols are followed.
- Deliver first aid support to pupils, staff and visitors, ensuring all incidents are recorded accurately on our accident reporting system, ensure relevant parties are informed, and follow-up actions are completed in line with organisational procedures.
- Have responsibility for managing reprographic requests including binding and laminating for staff. Manage photocopiers ensuring that they are ready for use. When copiers are out of order fix, where possible, simple jams etc otherwise call out engineers. Ensure stock levels are monitored to ensure spares are available.
- Provide absence cover across both office locations as and required, ensuring continuity of administrative services.

- Assist the Office Manager and Senior Leadership Team with the organisation and delivery of whole school events such as careers fairs, photography sessions and any other scheduled activities organised for pupils or staff.
- Provide end-of-day operational support, including distributing mobile phones back to pupils. Support staff with the safe and timely collection of pupils and escorting them to extra-curricular activities at the end of the school day.
- Take responsibility for sorting, organising and returning lost property to students promptly.
- Follow safeguarding, confidentiality and data-protection procedures at all times, ensuring concerns are escalated appropriately and sensitive information is handled securely when preparing emails etc.
- Undertake any additional tasks reasonably requested by the Office Manager to support the smooth running of the organisation for example supporting the administration of pupil rewards.
- Provide administrative support to relevant departments as required.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities.