



Office Assistant - Job Description:

Grade 2 pro rata

Role Purpose:

- Provision of effective administrative and clerical support for the school.
- Undertake the administrative duties associated with all aspects of supporting pupil's needs as required.

Key Functions:

- Efficient and effective delivery of school administrative tasks, primarily associated with the reception area.

Main Duties and Responsibilities:

- Uphold the ethos and mission of the school – acting as a role model for the children and community.
- Provide word-processing and other clerical services.
- Receive and deal with enquiries from parents, staff, pupils and visitors over the telephone, email, including the enquiry inbox, and in person – taking and distributing messages and post as appropriate, in a timely manner.
- Receive post and sign for deliveries to the school and arrange timely distribution to the appropriate member of staff.
- Provide an excellent front of house service to parents, pupils and visitors evidencing a welcome, friendly, professional and helpful manner, sign in visitors and check ID etc.
- Ensure the reception area tasks are prioritised and efficiently carried out.
- Ensure that the reception area remain tidy, ordered and welcoming.
- Ensure strong communication through maintaining school calendar, sending messages through MCAS and receiving/responding to emails in a timely manner.
- Ensure timely and effective communication linked to school trips, activities and clubs.
- Keep pupil and staff records up to date entering new starters and leavers on to the school system.
- Ensure that registers are well kept and that fire registers are created each day.
- Use the appropriate school systems (eg. Brom Com, MCAS, CPoms) to update / input data.
- Use the school's free school meals system including the tracking system for eligibility.
- Manage the admissions and the leavers to ensure the school has up to date records.
- Support the attendance team with data and tracking of pupil absence.
- Support the SENCO to ensure that administrative tasks are completed.
- Maintain the Brom Com and My Child at School systems.
- Maintain registers and other roles such as club attendance and parent evenings.
- Be responsible for a range of administrative and reprographic duties (e.g. photocopying, scanning, typing letters, inputting data) as requested by Executive Principal / Head of School.
- Administer the school's website under the direction of the Head of School.

- Adhere to safeguarding and child protection legislation at all times.

Accountabilities:

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.
- Ensure that all duties and services provided are in accordance with the schools Equal Opportunities Policy.
- Have a responsibility for, and be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Have an awareness of whole school issues that affect the well-being and education of the child.

Notes

- This job description is not necessarily a comprehensive definition of the post and may include any other duties commensurate with the grading of the post.
- It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.