

Job Description

Greensand Support Staff Salary**Scale:** 3-5**Contract type:** 27.5 hours per week, 39 weeks per annum (term time plus one week)**Reporting to:** School Business Manager

School Office Assistant

Job Purpose

To provide general day to day reception and administrative support as a member of the school's office team.

Key Accountabilities

- To provide a welcoming reception service both face to face and on the telephone.
- Carry out daily tasks relating to children's attendance, provision of school dinners and medical and dietary needs.
- Responsible for managing school dinner balances and debt management, whilst liaising with parents in a timely manner.
- Assist in maintaining the school calendar on Microsoft Outlook so that information is up-to-date.
- Assist in providing a caring pupil welfare service, administering First Aid or in need of medication and contacting parents when necessary.
- Reporting of accidents and producing basic reports when required.
- Process sales invoices in a timely manner and assisting School Business Manager with weekly BACS run.
- Assisting the Safeguarding Lead to co-ordinate Safeguarding Training for parent helpers twice annually
- Process DBS applications for parent helpers via the safeguarding online portal, completing identity checks and following up to avoid delays.
- Collect and disperse incoming and outgoing mail (actual post and emails).
- Produce standard letters relating to school trips and visits as directed by Office Manager.
- Help with the operation of office photocopier and carry out photocopying as required.
- Assist with maintenance of records on online payment system and Arbor.
- Obtain quotes for school improvements/book equipment services as directed by School Business Manager.
- To adhere to school policy on child protection and safeguarding, and to play a pro-active role in ensuring children's safety.
- Additional duties as required to assist with ongoing effective running of the school office.
- Provide refreshments to visitors as appropriate.

Person Specification:

Knowledge, Skills and Experience

- Demonstrating desire for continuous improvement to processes and procedures.
- GCSE or equivalent in Maths and English.
- Excellent organisational skills and the ability to meet deadlines.
- Highly effective communication skills, both written and oral.
- Excellent inter-personal skills and ability to form positive working relationships with children and adults
- Ability to work well as part of a committed team
- To take ownership of key accountabilities and be pro-active to complete, meeting set deadlines.
 - Sensitivity to the needs of individual children, particularly those with special needs.
 - Confident in using ICT (Word, Excel, SIMS, Access Finance knowledge a bonus).
 - To be adaptable, flexible and responsive to change.
 - Attention to detail is key, ensuring every aspect of the role is completed to the highest standard.
 - To be enthusiastic, proactive, and professional
- Experience of working in an office as part of a team is essential (school office experience a bonus).
- Ability to maintain confidentiality at all times.
- Demonstrates a commitment to safeguarding and promoting the welfare of all our children.

General:

- To undertake any other duties, commensurate within the grade, at the discretion of the Chief Executive Officer.
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations policies and procedures.
- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

Notes:

This job description may be amended at any time in consultation with the postholder.