



Office Assistant with Midday Supervisor Responsibilities.

Job Description & Person Specification

The Bliss Charity School is committed to building a diverse and inclusive workforce and welcomes applications from all suitably qualified candidates. Selection for employment will be based on skills, experience and suitability for the role, regardless of sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marital status or civil partnership status.

We are also committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. As part of our safer recruitment practices, all appointments are subject to a range of pre-employment checks, including an Enhanced DBS check with Children's Barred List check, satisfactory references, online searches for shortlisted candidates, verification of identity and qualifications, confirmation of the right to work in the UK and evidence of medical fitness.

Responsible to: Headteacher and Senior Leadership Team

Hours: Monday to Friday, 8am to 1pm (25 hours per week), term time plus training days.

Salary: Grade C, Scale Point 3 £24,796 (annual FTE) (pay award pending)

Main purpose of job:

At The Bliss Charity School, we believe every child deserves to feel valued, inspired, and supported in their learning journey. Our school is a vibrant, welcoming community where kindness, curiosity, and creativity are at the heart of everything we do. We are proud of our strong relationships with families and the wider community is a central area to the daily life in school.

As our part-time Office Assistant with Midday Supervisor responsibilities, you will be the first friendly face that pupils, parents, and visitors see each day. You will play a key role in creating a welcoming, positive, and professional environment, setting the tone for every visitor's experience of the school.

Using your excellent organisational and communication skills, you will help ensure the smooth running of our busy school office by managing morning attendance procedures, responding to telephone and email enquiries, and welcoming and assisting visitors. From late morning, you will support the preparation of the school hall for lunchtime service and assist with midday supervision duties, helping to ensure a safe, positive, and enjoyable lunchtime experience for all pupils.

This position requires the regular lifting, carrying, and movement of folding tables as part of normal job duties. Candidates must be physically capable of safely handling and transporting these items, including setting up, rearranging, and storing tables as needed. The ability to perform these physical tasks consistently and safely is an essential function of the role. Reasonable adjustments will be considered where appropriate in accordance with the Equality Act 2010.



DUTIES AND RESPONSIBILITIES

Reception and Administration

- Provide a professional and welcoming first point of contact for pupils, parents, staff and visitors.
- Ensure all visitors sign in and comply with the school's safeguarding and security procedures.
- Manage telephone, email and face-to-face enquiries, ensuring effective communication.
- Maintain a secure, tidy reception area and follow visitor safeguarding procedures.
- Process deliveries, distribute mail and provide refreshments when required.
- Maintain confidentiality and GDPR compliance.
- Monitor attendance, follow first-day absence procedures, maintain accurate attendance records and escalate concerns in line with school attendance procedures.
- Produce correspondence and documents using Microsoft Office and school systems.
- Carry out general administrative duties, including filing, photocopying and record keeping.
- Support the Office Administrator and Senior Leadership Team with administrative tasks.
- Update SchoolComms and other parent communication systems.

Pupil Welfare

- Administer first aid and prescribed medication in line with school policies, training and individual healthcare plans
- Support pupils who are unwell or injured and liaise with parents as required.
- Maintain records relating to pupil welfare and authorised departures during the school day.
- Work with staff, parents and external agencies to support pupils' medical needs.

Midday Supervision

- Supervise pupils during lunch, promoting a safe, positive and inclusive environment.
- Support healthy eating, good behaviour and positive social interaction.
- Organise play activities and help resolve minor conflicts.
- Monitor pupil wellbeing, reporting concerns to appropriate staff.
- Support pupils with additional needs and behaviour plans.
- Ensure school rules are followed and dining/play areas remain clean and safe.

Safeguarding Responsibilities

- Promote and safeguard the welfare of all pupils.
- Be familiar with and comply with the school's safeguarding, child protection, behaviour, staff code of conduct and whistleblowing policies.
- Report any safeguarding or child protection concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL in accordance with school procedures.
- Always maintain appropriate professional boundaries.
- Complete safeguarding and other mandatory training as required.

N.B. The above job description serves to indicate the wide range of duties and responsibilities involved in the post, however no written job description can cover every eventuality when dealing with children in a primary school, therefore the duties may vary from time to time to meet the needs of the school and the children.



PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	• GCSE in Maths & English (Grade C/4 or NVQ Equivalent) (essential) • First Aid qualification or willingness to undertake training. • Good IT skills including Microsoft Office (essential)
Experience	• Working with children or young people (essential) • Working and collaborating within a team • Working in administrative or reception role (essential)
Skills and knowledge	• Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and act accordingly • Effective communication with adults and children • Ability to follow instructions from senior team members • Ability to promote positive behaviour in accordance with the school's Behaviour Policy. • Ability to respond appropriately to safeguarding and welfare concerns • Ability to build positive relationships with pupils, parents, colleagues and visitors • Understanding of GDPR and confidentiality • Knowledge of safeguarding and child protection responsibilities in accordance with Keeping Children Safe in Education (or willingness to develop this knowledge through training). • This position requires lifting and moving of folding tables. Candidates must be physically able to safely perform these essential duties
Personal qualities	• Warm, approachable and professional manner. • Flexible, enthusiastic and proactive. • Commitment to upholding the ethos and values of The Bliss Charity School. • Willingness to undertake training and continuous professional development.

We are committed to safeguarding and promoting the welfare of children, and we will undertake safeguarding checks. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to it (the Exceptions Order 1975, amended in 2013 and 2020)

Arrangements for appraisal of performance

The role will be monitored through the school's performance management programme and by members of the SLT.

Signed _____ Date _____