



## Job Title: Office Administration Assistant



**We are a values led federation.**

**We respect ourselves; we respect others; we respect our environment.**

**Responsible To:** School Business Manager

**Job Purpose:** To provide administrative and clerical support in the school office during the 195 term days and including five further holiday days during the summer break.

### **Main duties and responsibilities:**

1. To undertake accurate and word processing to include standard letters and routine documents as drafted by the wider staff and governance teams.
2. To undertake document administration as required by the school office for teaching and management staff, e.g. annual reports to parents, governance documents, filing, copying and any reports or documents required by the leadership team or the school business manager.
3. Cataloguing, preparation of, issuing and maintaining materials and equipment, as required, and undertaking regular stocktaking of items as directed by the school business manager.
4. To provide the first point of contact during work hours for parents, carers, Central Bedfordshire services, government officials and other school visitors and workmen on site – ensuring safeguarding procedures for visitors are followed.
5. To carry out first aid for pupils and for work colleagues if required and have oversight of pupil directories and medicines in school, supporting accurate record keeping.
6. Maintaining and checking up to date information database detail including pupil and staff data into school managements systems including supporting the termly census and new pupil documentation.
7. To maintain confidentiality **at all times** in respect of school related matters and to prevent disclosure of confidential and sensitive information either verbally or in documents or access to information on screens.
8. To undertake any other duties, commensurate with the level of the post, as may be required in discussion with the school business manager.
9. To undertake any work-based training and act positively on feedback to ensure the office team as a whole are efficient and professional.