**Office Assistant Job Description**

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| **Job Title:** Office Assistant**Hours of Work:** Part Time,Term Time plus INSET days  **Working Days:** Tuesday – Friday, 8:15am to 11:15am **Responsible to:** HR & Operations Lead& Finance Manager**Grade:** Bucks Pay Range 2 Actual annual pay from £6,843 per annum (dependent on experience)  **Responsible for:** Office & Finance Administration  **Key contacts:** School staff, pupils, parents/carers and visitors and vendors  |
| Job Purpose   | To maintain the efficient running of the school office and provide effective administration support to the Head Teacher, Office management and wider school staff.  |
| Key Duties and Responsibilities                  | Under the direction of the HR & Operations Lead: **General Administrative Duties** * Be the welcoming face/voice of the St Mary’s CE School Office – the first point of contact at the Office for all visitors, parents/carers, pupils and staff etc.
* Be a “trusted pair of hands” supporting the Headteacher, HR & Operations Lead and other staff in all required school administration (taking into consideration GDPR guidelines), including managing appointments, assisting in communications to parents/carers.
* To follow guidelines and procedures for safeguarding in accordance with the schools policies and procedures, reporting any concerns immediately to the schools Designated Safeguarding Lead (DSL).
* Process the schools incoming and outgoing post ensuring that post is distributed/dispatched in good time (includes school’s internal post).
* Work with the School Administrator to ensure that relevant emails are responded to in a timely manner.
* Provide a telephonist/receptionist service taking messages or referring callers/visitors to the correct person.
* Manage the school’s calendar/diary liaising with staff, visitors, parents/carers, other schools, outside agencies as required.
* Type a variety of correspondence (letters, emails etc.) ensuring that documents are produced to consistently high, grammatically correct, standard within the required time scales.
* To be a first aider for the school providing first aid to staff and pupils as required (first aid training will be provided if qualifications are not already held).
* Update information on the school’s website as required.

**Pupil Administration - Nursery*** Managing and processing of the Nursery’s application database including ranking for new cohort alongside the Deputy Nursery Manager.
* For Nursery Pupils maintain the school’s information database (Bromcom) and pupil files.
* Recording concerns about pupils on the school’s CPOMS system

Under the direction of the Finance Manager - **Finance Administration** **Finance - General*** Adhere to the school’s best practice financial ordering procedures including raising purchase orders on the financial system and marking items as “goods received” in the financial system once received into school.
* Assist with prudent financial management by checking prices from suppliers regularly/getting multiple quotes for coach bookings etc. to ensure the school is achieving value for money.
* Order products following authorisation from the Finance Manager/Headteacher.

**Finance – Trips*** Book school trips/transport as requested by the Finance Manager/Headteacher.
* Chase families for outstanding monies

**Finance – Nursery*** Create and ensure Nursery payments are received in line with our Nursery Lunch Club Policy

**Team Support** * Support the school’s fire evacuation and lockdown protocols.
* To be willing to assist in other areas around the school where required. This is a “hands on role” and staff are required to pro-actively support other staff members where required around the school.
* To be willing to undertake training where appropriate.
* Be aware of anti-bias attitudes and promote an equal opportunities framework at all times.
* To be professional at all times and maintain confidentiality.

 Whilst the main duties and responsibilities of the post are set out above, this is not an exhaustive list and the post-holder would be expected to carry out any other reasonable task that fulfils the nature of the role. The role is a very busy and varied one – we do expect all staff to have a positive “can do” attitude and be prepared to get involved in any number of alternative tasks that ensure that the school runs safely, smoothly and is always an engaging, supportive environment of all pupils and staff.  All members of staff have a responsibility: * To have an understanding of the aims and expectations of the school.
* To ensure that confidentiality is maintained at all times.
* To promote the positive image of the school within the local community.
* To have received and read the school’s policy on health and safety and raise any issues as soon as possible.
* To have knowledge of the school’s critical emergency procedures.
* To have received and read and follow the school’s safeguarding policy and procedures.
* To attend training when appropriate.
* To have knowledge of the school’s expectations for dress code and behaviour as set out in the school’s code of conduct
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| **Signature of Role Holder**  |  |
| **Name**  |  |
| **Date**  |  |

**PERSON SPECIFICATION - Office Assistant**

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|  | **Essential**  | **Desirable**  | **Method of Assessment**  |
| **KNOWLEDGE/QUALIFICATIONS**  |  |  |  |
| Minimum of GCSE Maths and English at Grade C or above  | \*  |   | A C  |
| Knowledge of Bromcom or other MIS systems (databases) – this is desirable but not essential as it is a school specific package  |   | \*  | A I  |
| First aid training – if the successful applicant does not hold a first aid qualification they must be prepared to undertake a relevant first aid qualification for the school  |   | \*  | A I C  |
| Excellent IT skills – Microsoft Word, Excel and Powerpoint  | Word and Excel  | Powerpoint  | A I C  |
| **EXPERIENCE**  |   |   |  |
| Experience of working within an office environment  | \*  |   | A R  |
| Working within a school setting  |   | \*  | A R  |
| Customer service/communication skills  | \*  |   | A R  |
| **PERSONAL QUALITIES**  |   |   |  |
| Excellent verbal and written communication skills  | \*  |   | A I R  |
| Be able to deal with sensitive situations with tact and diplomacy  | \*  |   | A I R  |
| Excellent organisation skills  | \*  |   | A I R  |
| Considerable personal enthusiasm, energy, integrity and professionalism  | \*  |   | A I R  |
| A dynamic team member who works effectively with their co-workers, relates well to the children and can communicate effectively with parents/carers  | \*  |   | A I R  |
| Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism / have a “can do” attitude  | \*  |   | A I R  |
| Be able to “juggle” competing priorities effectively whilst remaining calm  | \*  |   | A I R  |
| Be reliable in their time keeping and attendance  | \*  |   | R  |
| Be able to maintain confidentiality at all times  | \*  |   | R  |
| **BEHAVIOUR AND OTHER RELATED CHARACTERISTICS**  |   |   |   |
| Commitment to self, team and school development  | \*  |   | A I  |
| Work in ways that promote equality of opportunity, participation, diversity and responsibility  | \*  |   | A I  |
| Commitment to abide by and promote the School and ODBST Equal Opportunities, Health and Safety and Child Protection Policies  | \*  |   | A I  |

**Key to Method of Assessment – A = Application; I = Interview and assessment; R = Reference; C = Certificate.**