

JOB DESCRIPTION

Office Assistant

REPORTS TO:	Headteacher, Senior Leaders, Office Manager
PAYSCALE:	Band 2 Max Points 3 – 6 (£19,992.30 - £20,978.92 pro rata per annum inclusive of outer fringe allowance)
LOCATION	Little Parndon Primary Academy
TERMS:	37 hours per week, 39 weeks per year (term time + inset days)
CONTRACT:	Fixed term until 31 st August 2025

PURPOSE OF THE JOB

- To provide an effective and efficient clerical support to the school. The post requires flexibility and the ability to work well as part of a team.

Liaison with:

- The post-holder is expected to liaise with parents and carers, members of the community, all members of staff within the Academy and other Trust members of staff who may be on site.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
- To accurately record and update all pupil information on the school's database platforms such as Bromcom, OFSM and school cloud.
- To administer first aid to pupils as required in keeping with the Trust's policy
- Monitor stock levels and place whole school stationary and medical supplies orders
- To ensure the correct storage and administration of medicines and liaise with teaching staff to ensure the monitoring of expiration dates
- To create and distribute dietary badges
- To monitor pupil absence and lateness in line with Trust policy
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and use of the visitor's signing in system.
- To provide hospitality for visitors to the school
- To accept, unpack and distribute deliveries as well as report deliveries and missing items to the finance team in a timely manner
- To be responsible for the sorting and distributing of incoming post
- Ensure the general tidiness of the school reception area
- Log and monitor pupil's attendance, referring cases to the Headteacher and EWO where appropriate
- Prepare prospectus packs and arrange tours for new pupils
- To be responsible for Parent Pay and ensure that monies are collected/paid for school dinners, breakfast club, trips and visits
- Completion of statutory returns such as the school pupil census
- To assist with the administration of school visits in liaison with the teaching staff
- Manage the outgoing correspondence to parents and carers where appropriate; parentpay, letters, social media, newsletter
- To liaise with the catering manager on the preparation and distribution of school dinner menus and special events
- Professional and approachable front of house for parents and visitors.
- To monitor, distribute and reply to emails to the school's admin mailbox
- To maintain the school's events diary and book whole school events
- To be responsible for pupil admissions, waiting lists and ranking in line with the school's admissions policy

Additional Duties

- To participate in staff training days and external courses as may be required by the needs of the post and as identified by the Headteacher. The relevant first aid certificate needs to be fully up to date at all times.
- To fully implement all school procedures and policies and undertake risk assessments as appropriate
- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- Have a flexible can do approach and be willing to support other administrative areas within the school when the need arises.
- To be a team player in the Admin Team
- To be flexible and assist with other duties as and when required around the school
- To be aware of the responsibilities for all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy and ensure that any suspected data loss or theft is reported immediately, as directed.
- To actively engage in the performance review process.
- To continue personal development as agreed.
- To ensure that Health and Safety policies and procedures are followed

The duties above are neither exclusive nor exhaustive and the post-holder may be required by senior leaders to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Education Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Office Assistant			
		Essential	Desirable
Qualifications and documentation	<ol style="list-style-type: none"> Enhanced DBS and validated references Eligibility to work in the UK Able to demonstrate a good level of general education to GCSE standard in Mathematics & English or equivalent. First Aid Qualification 	X X X	X
Experience	<ol style="list-style-type: none"> Successful recent experience working with children in a school environment Successful experience of working in an office environment 	X	X
Knowledge	<ol style="list-style-type: none"> Ability to use a range of office equipment Good keyboard skill Good working knowledge of Microsoft applications e.g. excel, word, powerpoint, publisher etc. Effective communication skills, both oral and written Understanding of child protection and safeguarding policies and procedures Knowledge of relevant codes of practice and school policies High level of attention to detail with excellent grammatical, spelling and punctuation skills. 	X X X X X X X	
Personal Qualities	<p>Characterised as:</p> <ol style="list-style-type: none"> Sensitivity to the needs of others Flexible and adaptive approach to work Reliable and trustworthy Committed to safeguarding children Values and behaviours suitable for working with children & young people A good team player Committed to equal opportunities Calm under pressure and flexible in approach A belief in the ability of children and young people to achieve and overcome obstacles to their learning Evidence of further study/higher education/professional development Awareness to and commitment to equality issues Committed to personal and professional development Have high expectation of self Resolve routine issues independently within general procedural framework but refer complex or serious problems to Headteacher Embodies the Trust and school values 	X X X X X X X X X X X X X X X	