



Office Assistant (Level 1) – Job Description

Purpose

To assist with day to day work of the school office. General reception and telephone duties. Administer first-aid. Assist other staff and Bursar with administrative tasks as required.

Scope for Impact

To be responsible for assisting with the effective running of the school's administration which will enable the school to run efficiently. This will be reflected in the school's success and the way in which it is perceived by parents and prospective parents.

Reporting primarily to: Bursar

Reporting ultimately to: Bursar and Head Teacher

Key Accountabilities

Reception and General Services.

To assist other office staff in providing a reception service, dealing with incoming and out going mail and communication with parents.

Pupil Welfare

To provide first -aid and assist children.

School's Administration

To assist in the day to day work of the school office, fulfilling tasks on a daily basis. To assist with the manual and computer based preparation, updating and storage of a wide range of records, reports and information packages.

Assisting with Accounts

To assist with day to day banking and general financial record keeping as requested by other office staff, when necessary.

Key Tasks

Reception and General Duties

- Answer the school telephone, deal with queries where possible and record and pass on messages.
- Ensure that all visitors are quickly and courteously received on entering the school premises and that routine queries are dealt with in accordance with established policy and practice.
- Provide reception duties and provide refreshments for visitors as necessary.

Pupil Welfare

- Maintain records of pupil attendance

- Inform the kitchen of pupil meal numbers required and record meal bookings
- Provide first aid and notify parents whose children have medical problems.
- Maintain records when required of incidents and of first aid treatment given.

Financial Administration *(Full instruction will be given for any tasks requested).*

- Receive, record and bank miscellaneous income, including parental donations, school visits payments and sales in accordance with financial regulations.
- Maintain online banking system records (including recording of manual payments) and help ensure that new trips and other items are set up on the system to enable online payments.
- Process purchase orders as requested, ensuring that the correct authorisation has first been received
- **Assist** in ensuring that files and records such as admission, class and absence registers and pupil records are prepared as required and meet legislation on Data Protection.
- Assist with ensuring that the office filing system is effective and is kept up to date. Update files and computer based records as necessary.
- Assist with the annual updating of Data Collection Sheets to ensure pupil contact details are kept up-to-date. Amend pupil records in accordance with the updates received.

Documentation

- Update printed documents such as lists, forms, reports, record cards, test papers. Prepare, amend, and edit documents using a computer.
- Operate photocopying equipment and collate and distribute material, such as newsletters and the school prospectus. Assist in collating information for/ writing newsletters
- Undertake routine maintenance of copying equipment and communicate with suppliers when assistance is required.
- Compose routine correspondence in accordance with established policy and practice.
- Access relevant Internet web sites when information is required.

Events and Activities

- Assist with organisation of regular school events that you have been asked to be involved with. Maintain contact with organisations as required to arrange these events.
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Confidentiality

- Maintain confidentiality inside and outside the workplace

Person Specification

- Experience of general office work is desirable
- Prepared to be the only staff member in the office at times (once trained)
- A good general education is essential, which should include a minimum of grade C or above in English and Maths GCSE or equivalent.
- Must have good IT skills: be confident in the use of Word and Excel: able to learn other packages quickly.
- A friendly, patient, adaptable and unflappable personality is required.
- Ability to keep information confidential is essential.
- First Aid training is desirable, or a willingness to attend a suitable course.

The successful candidate will meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check.