Job Description

**Post:** School Office Assistant

**Grade:** 2-3

**Responsible to:** Executive School Business Manager and the Headteacher

**Purpose of the Post:** Under the direction of a supervisor provide general clerical support and to assist other staff and to provide a clerical service.

**General Duties**

1. Under supervision, assisting in reception areas, meeting the public, recording visitors, answering the telephone using the correct salutation and taking accurate messages for other staff.

**Clerical Tasks**

1. To receive, date stamp, sort and distribute incoming and external mail.
2. To provide clerical support including photocopying, shredding records and answering the phone.
3. Assist with the upkeep of manual records, and assisting with filing systems.
4. To operate office equipment e.g. photocopier, scanner, shredder, computer etc.
5. To arrange orderly and tidy storage of office supplies eg Stationery.

**Duties and Responsibilities**

1. To participate in all aspects of training and development.
2. To comply with the Trust’s Health and Safety Policy and associated safe working procedures and guidelines.
3. To comply with the Trust's Comprehensive Equality Policy and ensure that it is implemented within the service area of the post.
4. To comply with the Trust’s Data Protection Policy and Code of Practice within the service area of the post.

This post is subject to Disclosure.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.