



# Office Assistant

## JOB OUTLINE

### PURPOSE

To provide a secretarial, administration and receptionist service to the school, teachers and parents.

### JOB CONTEXT

- Support the admin team with general office duties and the day to day running of the Academy.
- Support staff with communication between home and the Academy.
- Ensure the safeguarding and welfare requirements of the children and families are met.

### CONTACTS

- Pupils
- Parents and carers
- Staff and senior leaders
- Education professionals
- Social care professionals
- Health care professionals

### DUTIES

- Welcoming visitors to the main office reception and helping with parent enquiries.
- Receiving the incoming phone calls and directing appropriately/as necessary and answering general school enquiries from parents.
- Taking messages about pupils and passing onto relevant staff members.
- Taking the pupil absence line messages.
- Entering register marks into the Sims pupil data base and recording reasons for pupil absence.
- Sending texts to parents for those pupils missing without a reason for absence.
- Dealing with general emails into the school each day where appropriate.
- Action requests from teachers on a daily basis – i.e. phone calls/emails/texts to parents.
- Daily opening of post and distributing.

### Specific Admin responsibilities:

- Administration of Breakfast and After School Club bookings and amendments
- Assisting with debt collection

- Processing orders including checking and recording deliveries
- Hospitality and administration of lettings
- Re-ordering stock for the reprographics room.
- Submission of meter readings
- Assist with Pupil Year End Procedures - to include year 6 leavers files to secondary schools and recording on Sims data base.
- Assisting with the booking of school trips and associated paperwork.
- General office duties

## **HEALTH AND SAFETY**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

## **DISCLOSURE AND BARRING**

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of our pre-employment checks.

## **PHYSICAL EFFORT**

- There is a requirement, subject to appropriate training, to lift and carry.

## **WORKING ENVIRONMENT**

- There is a need to ensure the working environment is clean and tidy.
- To ensure the office is well organised.

## **SAFEGUARDING**

**The successful applicant will be able to demonstrate an understanding of the following:**

- The legal requirements and guidance concerning safeguarding, security, confidentiality and promoting welfare.
- Safeguarding policies and procedures, including online safety and child protection.
- Your role in relation to safeguarding, security child protection, reporting and confidentiality.
- The signs that a child is in danger or at risk of serious harm or abuse, and the necessary action required to protect them.

## **WORKING WITH PARENTS, COLLEAGUES AND OTHER PROFESSIONALS**

**The successful applicant will be able to demonstrate an understanding of the following:**

- The roles and responsibilities of other agencies and professionals that work with and support the setting.
- How to work cooperatively with colleagues, other professionals and agencies to meet the needs of young children.
- How to work alongside parents to recognise their role in their child's education.