



Job Description – Part Time Office Assistant

Job title:	Office Assistant
Post details:	NJC grade 3/4 scale points 5-10 Surrey Pay Scale PS4 Weeks per year: term time plus 5 additional days according to be business need (44.326 or 44.906 paid weeks depending on service)
Reporting:	Reports to Office Manager
Role Summary: To fulfil the front office role, working collaboratively with your job share and other members of the office teams, plus the wider school community to ensure the efficient and effective operation of the school office.	
Key Tasks and Activities: Includes elements of key office functions listed below. Office duties <ul style="list-style-type: none"> • Office duties such as answering the telephone or sending information to stakeholders, dealing with queries from pupils, parents and visitors and undertaking communication with parents regarding clubs, pupil illness, school trips and other notices. • Undertake a diverse range of secretarial duties for the school staff to ensure well-presented and accurate correspondence, reports and other documentation. • Input data, create and maintain accurate pupil records on the MIS (Arbor) system. • Assist with necessary returns to ensure they are completed and submitted by the set deadlines. • Be able to use and update the school's website, ensuring accuracy of information available to stakeholders. • Maintaining parental consents sheet. • Monitor and maintain student house teams allocation and update Arbor. • Maintain and update the school calendar. Safeguarding <ul style="list-style-type: none"> • Ensure visitors to the site have appropriate identification, are signed in and out and wear the appropriate lanyard/badge whilst on site. • Actively promote the safeguarding of all pupils and adults and adhere to statutory guidance within Keeping Children Safe in Education and other legislation. • Ensure the school's training requirements for safeguarding and health and safety are kept up to date and recorded accurately. 	



Welfare

- Deal with minor injuries and administer first aid, following the correct guidance.
- Hold relevant qualifications for administering first aid according to the needs of the school.
- Attend training for specific/complex medical conditions and deliver medical interventions as appropriate and in line with school policy.
- Keep accurate records and maintain health care plans.
- Complete accident records.
- Liaise with the School Nurse re. Flu vaccinations, hearing, height and weight checks.
- Ensure all medical supplies are monitored/ordered and distributed accordingly.

Attendance/Meals

- Ensure school meals are recorded correctly and liaise with the school kitchen - daily.
- Ensure dietary requirements are adhered to and all relevant parties aware.
- Assist with the registration for pupils and ensure the correct attendance marks are entered into the system.
- Assist with chasing parents/carers if a child is not in school.
- Provide attendance reports as required.

Educational Visits and Extra Curricular Activities and swimming

- Make bookings for school trips, including transport, in line with requests from teachers.
- Plan and cost activities, ensuring all elements are met by the contributions from parents or as per the Principal's instructions.
- Complete all paperwork and share information with parents for payment and permission arrangements.
- Liaise with club providers, make registers, liaise with school staff running clubs

Finance

- Ensure the school remains in a debt-free position by proactively chasing outstanding monies and providing appropriate information to the SLT.
- Create payment items on the school's finance system.
- Bank donations or other payments and provide information to the central team.
- Set up and chase nursery fees.
- Assist with the end of year stationery ordering.

Wraparound Care

- Maintain the wraparound care registers.
- All new requests for spaces.
- Maintain inbox.
- Manage payments, make sure parents are in credit.
- Reconcile payments made via childcare vouchers.

Health & Safety / Security

- Maintain the school's InVentry logging in/out system.



- Assist with the emergency evacuation of the school.

Other Duties

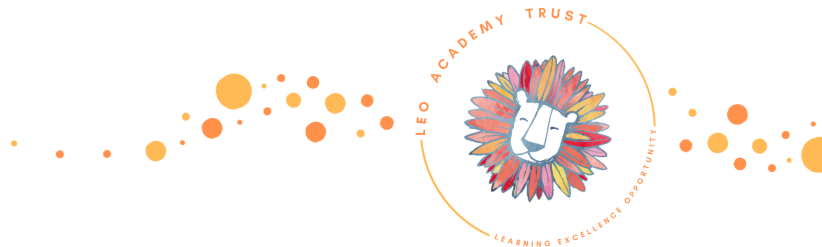
- Manage and monitor the mini bus bookings.
- Assist in the promotion of the school through the sensitive dealings with children, parents and visitors at all times.
- Deal with queries and requests from visitors and callers and handle difficult situations smoothly.
- Any other duties as can be reasonably expected within the boundaries of the school office.
- Check deliveries upon arrival and record appropriately so that invoices can be settled.
- Administration of ordering.

General Information

Equality of Opportunity	<ul style="list-style-type: none"> • As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • To be aware of the school's responsibilities under the General Data Protection Regulations 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> • Any other duties as reasonably required by any manager of the school or Trust. • Participating in the ongoing development, implementation and monitoring of the school development plan. • Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> • Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

Key Skills and Competencies:

- A minimum of 2 years recent experience of working in an office environment.
- Undertake the necessary Arbor training seminars.
- Have excellent ICT skills / Google Level 1 training.
- Excellent numeracy/literacy skills.
- Use of specialist equipment/resources.



- Ability to plan and develop systems.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Willingness to undertake training as appropriate.
- Be an ambassador for the school, creating an outstanding first impression for new parents.
- Be able to work under pressure and to deadlines, prioritising tasks where needed.

Agreed by: Date

This job description may be amended at any time after consultation with the post holder.