



# St Gabriel's CofE Primary School

## Office/Pupil Support Job Description

### Job details

**Job title:** Office/Pupil Support

**Contract type:** Term Time only

**Reporting to:** Senior Administrative Manager and SENCo

### Main purpose

There are three core aims to this role:

- **Office:** The Office/Pupil Support staff member will support the Administrative Manager in the clerical day to day administrative systems of the school, to assist the Headteacher, Admin Manager and staff in the smooth running of St Gabriel's
- **Pupil:** Under the direction of the SENCo, they will provide academic and wellbeing support for pupils within the classroom, playground and dinner hall.
- **Wrap Around Care:** Supervise the provision of extended wrap around care, dependent on need of the school community

### Office

- Ensure all personal data (verbal, written and electronic) is handled confidentially
- Welcome visitors, promote the school and remain loyal to the values and ethos
- Answer door entry phone system and display awareness of site security
- Answer phone, log messages, respond to general enquires from public and make calls on behalf of the school
- Act as general information point for parents and children
- Prepare refreshments for visitors to the school and meetings as required
- To ensure that the administrative office is a quiet professional work place
- To maintain the office equipment and assist users on the operation of the equipment when necessary
- Contact parents of absent pupils
- To be responsible for promoting equality of opportunity in accordance with relevant policies on Equal Opportunities and to offer services to all regardless of gender, sexual orientation, age, marital status, disability, race, colour, ethnic or national origin, religion or creed.
- To carry out other such duties as may be required from time-to-time commensurable to the grade and qualifications of the post.
- To support the Headteacher in the organization CPD including but not limited to booking staff on to training, liaising with trainers (e.g. first aid, fire marshal)
- Liaise with and timetable school photographer
- To ensure that the administrative office is tidy and organised
- To liaise with the Administrative Manager/ Bursar/Governors/Staff/Pupils and Parents
- To provide administrative support to the Headteacher and Administrative Manager
- To deal with and type correspondence, as requested
- Record lunch numbers on a daily basis
- Sort and direct incoming and outgoing mail
- Receive and direct deliveries
- Carry out other clerical tasks as required
- Maintain children's files (*including but not limited to pupil hard copy files, SIMs and medical files*)

- Maintain admissions book
- To collate admissions forms and assist the Administrative Manager and Admissions Committee
- Assist Administrative Manager to collate School Handbooks, Governor's reports and other documentation
- Assist teaching staff with photocopying, laminating and telephone calls as directed
- General photocopying
- General filing and ordering

#### **Office (Financial)**

- Maintain records of children's lunch arrangements
- Assist Administrative Manager with free school meal's procedures
- Input data into School Money App and collect and log monies including (but not limited to):
  - educational trips and outings (including school journey) and to ensure receipts are sent out
  - children's and staff dinner money
  - after school care and other clubs
- Be responsible for sales within the school
- Raising invoices on behalf of St. Gabriel's Primary School
- Creating and issuing purchase orders to suppliers
- Collaborating evidence for invoices
- Authorising invoices for payment
- Banking of all monies – including counting, reconciling, and taking and paying it into to the bank
- Administration of contracts, including filing, renewal and best value

#### **Office (pupil Wellbeing)**

- Ensure needs and general welfare of children
- Be responsive to children's welfare, including administering first aid and contacting parents when a child bumps their head or at other times when necessary
- To ensure that safeguarding and health and safety practices and procedures affecting pupils are maintained (*to include but not limited to*):
  - Following KCSiE guidance and referring concerns to the DSL
  - Logging accidents/keeping appropriate records
  - providing medical assistance to staff.
  - sharing appropriate information on students during transition from year to year and ensuring that staff have awareness of medical conditions.
  - Monitoring 1<sup>st</sup> aid stock/equipment
  - Ensure safe storage of pupils' medicines/drugs
  - Administering pupils' medicines/drugs as required and maintaining accurate logs of this
  - To liaise with SENCo in the writing and dissemination of care plans for vulnerable individuals
  - Ensuring that infection control measures are in place in line with national guidelines (e.g. informing the school community if there is a particular contagious or potentially threatening illness amongst the school population – for example chicken pox)
- To liaise with staff and providers re NHS immunisation programmes

#### **Pupil Support:**

To carry out the duties of a Teaching assistant;

- To supervise pupils, whether individually or in groups, on activities planned by the teacher.
- To supervise pupils, whether individually or in groups, to ensure their health and safety.
- To supervise pupils, whether individually or in groups, to facilitate their development and to contribute to reviews and observations.

- To provide assistance to teaching staff in delivering work programmes and whole class activities.
- To attend to children's physical needs
- To administer first aid to pupils, when appropriate.
- To work with children with SEN on individual targets.
- To work as directed with children on a 1:1 basis, being conversant with a child's Educational Health Care Plan where relevant.
- To undertake activities as directed by class teacher and SENCo.
- To provide assistance to teaching staff in the preparation of resources and any other reasonable assistance to the class teacher e.g. photocopying, word processing, filing, setting up and taking down class displays, collation of pupil records, ordering supplies and equipment.
- To take children out of class at the teacher's request and accompany the class on visits, to assemblies, etc.
- To pass on any observation that causes concern, in accordance with school's Children Protection Policy to the Class Teacher or SENCO.
- To be aware of individual children's progress and report on this to the class teacher.
- To set out equipment in the playground and in the classroom for use by pupils and ensure that it is safely stored away after use.
- Be responsible for children's behaviour during break times and showing them how to enjoy playtime
- To ensure that health and safety practices and procedures affecting pupils are maintained during the morning and lunchtime break
- Encourage children to eat healthily and well by making the right food choices
- Sort out disputes between children fairly and in accordance with our behaviour policy

#### **After School/Wrap Around Care**

- To plan a series of fun engaging activities for children during extended wrap around provision
- To supervise children in activities during extended wrap around care
- To ensure behaviour of children during wraparound care mirrors behaviour expectations for St Gabriel's school
- To administer first aid
- To log attendance and manage payment

#### **Notes:**

*Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

This job description may be amended at any time in consultation with the postholder.

**Last review date:** September 2024

**Next review date:** September 2026

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_