



Kent County Council

Job Description: Office Support

School:	Langafel CoE Primary School
Grade:	Kent Range 3
Responsible to:	Business Manager

PURPOSE OF THE JOB:

To man the school reception and provide general administrative support to facilitate the efficient running of the school office.

KEY DUTIES AND RESPONSIBILITIES:

Administrative Duties

- Act as the first point of contact for Langafel Primary School, greeting visitors, ensuring security processes are in place and followed and providing hospitality as appropriate.
- Responsible for the provision of reception documents and upkeep of the school diary.
- Dealing with the schools 'Office' email as appropriate.
- Maintaining the Student SIMS database, ensuring all fields including free school meals etc are up to date, producing reports for staff as necessary, new admissions etc.
- Co-ordinating the content for school publications including newsletters, reports, questionnaires and liaising with all relevant parties.
- Manage the school website ensuring general content is accurate and current, including uploading documents and photographs.
- Assisting with the statutory pupil returns.
- Collate and maintain registers for extended school services and extra-curricular clubs.
- Safeguard and maintain stationery stock levels for the office and for some other areas of the school such as the photocopier.
- Co-ordination of lunchtime supervisors.
- Co-ordination and booking of supply teachers.
- Assist the School Business Manager with specific administrative tasks when required.

Support for the School

- To support Langafel School's commitment to safeguarding children and promoting their welfare at a level appropriate to this role.
- Be aware of and comply with policies and procedures relating to health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required;
- Attend and participate in meetings as required.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher/Business Manager to carry out appropriate duties within the context of the job, skills and grade.



The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> NVQ 2 or equivalent
EXPERIENCE	<ul style="list-style-type: none"> Some knowledge of administration and office systems.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. Literacy and numeracy skills – ability to read and write, put items in alphabetical order, add and subtract figures and to use a calculator. Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided. Ability to work to deadlines. Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. Confidence and ability to ask questions relating to achieving the task. Confident telephone manner and ability to write down accurate messages. Good organisational skills, gained either through a course of study or within paid or voluntary work. Ability to use a filing system, once training has been provided. Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes. Ability to retain and use a range of new information. Ability to work confidentially, keeping work-related issues and discussions in the workplace. Willingness to attend training courses which help you in your current role and develop your potential for other roles.
KNOWLEDGE	<ul style="list-style-type: none"> Requires knowledge of a range of administrative support tasks and office and related school procedures and systems. Awareness of equalities and diversity issues – respecting the needs and views of other people. Understanding of health and safety issues within the workplace, once these have been explained.
PERSONAL AND PROFESSIONAL CONDUCT:	<ul style="list-style-type: none"> Treat pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to



	<p>an educational worker's professional position</p> <ul style="list-style-type: none">• Show tolerance and respect for the rights of others to reflect the schools inclusive values.• Have proper and professional regard for ethos, policies, practices of the school, maintaining high standards in your attendance and punctuality• Have an understanding of and always act within, the statutory frameworks which set out your professional duties and responsibilities
GENERAL	<ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager• To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.• The duties above are neither exclusive nor exhaustive and the post holder may be expected to carry out any other duties that are reasonably asked of you.