**KINGSWOOD PRIMARY SCHOOL**

**JOB DESCRIPTION**

**POST TITLE**: Office Secretary Assistant/Support

Terms of employment: according to contract issued on appointment by Schools Personnel Service

Hours of employment: 6.5 hours for three days - 19.5 hours per week in total

8.30am – 3.30pm (Wed-Fri) (term time only)

(plus allocated Inset Days)

Salary: Kent Scheme Pay Band 3 £19293 per annum pro-rata

Responsible to: Head of School

**MAIN DUTIES**

The person appointed will be expected to be:

* enthusiastic, flexible, resourceful and organised
* able to complete clerical tasks, such as word processing (including writing letters), filing, photocopying, laminating, mounting work, organising teaching resources. (Training will be given, as necessary).
* able to relate positively to children
* able to communicate positively and calmly to parents, carers and visitors
* able to relate positively to colleagues and work as part of a team
* to support the School Secretary

There will be opportunities to use particular skills / talents such as artistic flair (e.g presenting work); using ICT (e.g producing labels, using Excel).

**Other duties to include:**

Provide administrative support e.g. photocopying, filing, emailing, post, completion of routine forms, administration relating to school meals.

Arrange orderly and secure storage of supplies.

Assisting Finance Officer/School Secretary with admin tasks

Occasionally handle cash e.g. for school visits and keep simple financial records, referring any problems to the finance officer, to ensure that financial records are accurate.

Responding to and collating emails

Inputting simple data into a spreadsheet

Taking telephone messages

Undertake reception duties, greeting visitors and acting as first point of contact in response to telephone and face-to-face enquiries, sign in visitors.

First point of contact for sick pupils, liaise with parents / carers / staff.

Update manual and computerised records/management information systems.

Open, sort and distribute incoming mail and post outgoing mail.

Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary.

Other duties as the Headteacher or governors may require from time to time

We are committed to safeguarding and promoting the welfare of children and the postholder will have to undertake an enhanced disclosure via the CRB.

Kingswood Primary School has a strictly no-smoking policy

June 2022