



Office Support Assistant - JOB DESCRIPTION	
NAME	
ACCOUNTABLE TO	Schools Business Manager / SLT
SCALE	Bexley 05
JOB PURPOSE	To work as part of the office team, with specific responsibility for providing an efficient administration and reception service to support the smooth operation of the school.
Responsibilities	<ul style="list-style-type: none"> ● Provide an efficient and professional reception service: greeting visitors, staff and pupils and ensuring they sign in/out in accordance with school/safeguarding procedures. ● Answer enquiries received in person/by phone/via emails – responding to queries/relaying messages and acting on instructions as needed and referring on where appropriate ● Prepare and distribute school correspondence as requested by the Head teacher and SLT. ● Work as part of the wider school business support team, carrying out administrative duties as required. ● Ensure monies received via ParentPay are recorded as necessary. To liaise with parents about outstanding monies ● Assist with the organisation of school trips providing administrative support to the Trip Leader and ensuring all required records and permission slips are in place. ● Record and post all outgoing mail and receive/open and distribute all incoming mail and deliveries. ● Maintain school diary and arrange meetings/room bookings/visits from external agencies plus carry out relevant safeguarding checks as required. ● Undertake a range of administrative tasks to support the efficient operation of the school – including word processing/data entry/filing/photocopying/scanning. ● Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. ● Devise and produce routine and ad-hoc reports as requested by the Head teacher and SLT.

	<ul style="list-style-type: none"> ● Maintain accurate records on SIMS – including preparing registers, entering dinner numbers, form lists, emergency contact lists etc. ● Undertake First Aid duties for staff and pupils when required ● Organise and support meetings, preparing agendas and minutes as required. 		
Review of job description	<p>This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Executive Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.</p>		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Executive Head Teacher		Date	