**Sheldwich Primary School**

**Little Hedgehogs Pre-School**

**JOB DESCRIPTION**

**Office Assistant**

|  |  |
| --- | --- |
| Name |  |
| Salary scale | KR |
| Line Manager | School Business Manager |

|  |
| --- |
| **Purpose of the Job** |
| To assist in managing the administrative function within a school, help with the management of the school office and provide general support to the headteacher, SBM and class teachers. |
| **Key Duties and Responsibilities (all or some will apply to your role)** |
| |  | | --- | | Assist with the management of the school office, which may include:   * Provide administrative support to the headteacher, SBM and class teachers * Respond to emails, compose letters and newsletters to parents * Check attendance registers daily * Monitor attendance of pupils and report to headteacher * Print daily school dinner registers for kitchen staff * Undertake reception duties, act as first point of contact in response to telephone and   face-to-face enquiries, sign in visitors   * Respond to pupil, parent and other enquiries * Organise appointments and visits to school * Provide weekly timetable for staff on school events, visits, meetings etc. * Termly and annual tasks such as organising clubs, curriculum swimming lessons,   duty timetables etc.  Assist in the maintenance of the various school computerised system and programs, which may  include:   * Update and maintaining records on SIMS * Input attendance data, analysing absence and producing reports * Update and maintain records on ParentMail and liaising with provider as necessary * Assist in maintaining the school website and ensure all details are up to date and accurate   Provide general support and confidential secretarial service to the headteacher, SBM and class  teachers, which may include:   * Compose correspondence and reports, arranging appointments and organising diaries * Update and maintain staff timetables, staff job descriptions, information leaflets, staff   handbook and other information for staff   * Assist with the recruitment procedures for new staff by coordinating vacancy   advertisements, arranging interviews and obtaining references  Other duties:   * Any other tasks as directed by headteacher which fall within the purview of the post | |  | |  | |
| *This job description may be amended at any time after discussions with you, but in any case will be reviewed during your annual Performance Management.*  Signed: …………………………………………………………..………………… Employee  Signed: ………………………………………………………………………..……. Headteacher  Date: …………………………………………. |

|  |  |
| --- | --- |
| **PERSON SPECIFICATION – Office Assistant KR4** | |
|  | **CRITERIA** |
| **QUALIFICATIONS** | Not essential as full training will be given. |
| **EXPERIENCE** | Not essential but advantageous.   * Experience of drafting reports and correspondence * Experience of working in school office or similar environment |
| **SKILLS AND ABILITIES** | * Report-writing skills and ability to draft correspondence * Ability to undertake training and recruitment * Excellent interpersonal and organisational skills when dealing with all levels of staff * Computer literacy – ability to produce a range of documents and reports, including non-standard reports, using Microsoft * Ability to undertake research and analyse data * Diary and time management skills * Ability to organise own workload and that of others to achieve a range of deadlines * Ability to balance constantly changing priorities * Ability to develop, monitor and maintain effective computerised and manual systems and to suggest improvements * Ability to investigate complex queries and anomalies when required * Commitment to equalities and the promotion of diversity in all aspects of working |
| **KNOWLEDGE** | Knowledge advantagious; however, training will be given.   * Knowledge and experience of relevant systems and specialist ICT packages * Knowledge of the School’s Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol * Knowledge of computerised and manual filing systems * Awareness of new initiatives, policy changes and their impact on the management of the school * Awareness of Data Protection and confidentiality issues * Staff will be expected to have an awareness of and work within national legislation school policies and procedures relating to Health and Safety |