



# Orchard Academy Trust

Hildenborough Crescent, Maidstone

Kent, ME16 0PG

Telephone: 01622757350

Executive Head: Mrs J Young

## **Job Description: Office Assistant**

### **BARMING PRIMARY SCHOOL**

<b>SCHOOL:</b>	<b>Barming Primary School</b>
<b>JOB TITLE:</b>	<b>Office Assistant (Term Time Only)</b>
<b>HOURS:</b>	<b>8am to 4pm</b> <b>Wednesday, Thursday and Friday (3 days a week)</b>
<b>GRADE:</b>	<b>Kent Range 4 (KR 4 £21,389-£22,493)</b>

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### **GENERAL INFORMATION**

As a member of the School Business Team you will have responsibility for administrative functions, ensuring these are completed efficiently and effectively. You will also undertake basic finance tasks such as organising wraparound care finance.

You will support the School Leadership Team and colleagues within the School Business Team to ensure the smooth and efficient day-to-day operation of the school.

### **PERSON SPECIFICATION**

- You will be able to demonstrate a sound knowledge of personnel and administrative processes and working practices in a school setting with proficient numerical, technical and computer skills. Experience of working in a school office is essential.
- Experience of financial procedures is desirable alongside a willingness to learn and adapt.
- Experience of Scholar Pack or similar school database system will be beneficial.
- You will be confident with ICT and experienced in using MS Excel, Outlook and Word or similar.
- You will have a high level of interpersonal and communication skills to communicate personnel information to teachers, other staff and external suppliers. You will be able to deal with parents tactfully and confidentially.
- At all times you will demonstrate the ability to prioritise your own workloads, taking initiative and responsibility for your areas of work and see them through to conclusion. The proven ability to work to tight deadlines will be essential, as is experience of working on a number of different and separate tasks at once and the ability to deal with changing priorities
- You will have a proven ability to work as part of a team
- You will be methodical and organised and competent in maintaining manual filing systems.
- You will have excellent spelling, grammar and proof-reading skills with good attention to detail
- You will have a minimum 5 GCSE's A-C including Mathematics and English (or equivalent)

## **PURPOSE OF JOB**

To provide personnel, general finance and administrative support to the school under the direction or instruction of the School Leadership Team and Finance Officer.

## **PRINCIPAL ACCOUNTABILITIES:**

### **ADMINISTRATION:**

- Welcoming parents, visitors and so forth onto the premises in a professional and friendly manner.
- Answering the phone promptly and completing tasks within an appropriate time frame.
- Being proactive and thinking ahead of what is to come.
- Maintaining the school calendar and diaries.
- Updating the parents effectively, with clear and concise communication such as letters, emails, ClassDojo's and Twitter.
- Working closely and supporting the Office Manager.
- Maintaining the school website.
- Ensuring the office area remains tidy and everything has been filed.

### **FINANCE:**

- Undertake the collection, recording, monitoring and banking of all monies in connection with school trips/activities in order to comply with financial regulations and audit procedures.
- Provide general ad hoc administrative support within the school office.
- To administrate school trips (including paperwork, collection and reconciliation of monies etc)
- To reconcile school payment system
- Raise sales invoices in relation to BASC, enrichment clubs and lettings
- Place and process orders and invoices; check incoming stock deliveries and arrange for distribution and storage.
- Undertake bookings for the schools Wrap Around Care service and update Parentmail.

## **JOB CONTEXT**

- The work tends to be task-orientated and routine in nature, working within defined standards.
- The post-holder will use their own knowledge and experience to complete tasks and resolve routine problems or refer to the School Leadership Team or Finance Officer for direction.
- The role requires some previously learned skills/training and involves regular multi-tasking and some prioritisation of workloads as set by the established routine or prioritised by the School Leadership Team or Finance Officer.
- Support and supervision will be available on a day to day basis.

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