

Sutton Valence Primary School

Job Description: Office Assistant

School:	Sutton Valence Primary School
Grade:	Kent Range 3 / KSA
Line Manager:	Headteacher

Purpose of the Job:

The School Office Assistant is responsible for delivering high-quality administrative and organisational support to ensure the smooth and effective day-to-day running of the school office, under the management and guidance of senior staff.

As the first point of contact for parents, visitors and external stakeholders, the post holder plays a key role in representing the school. They will act as a professional and approachable ambassador, consistently promoting and reflecting the school's values, vision and ethos in all communications and interactions. The role contributes significantly to fostering a welcoming and supportive school environment.

Key duties and responsibilities:

Reception duties

- Lead front of house responsibilities, acting as the first point of contact for parents, carers, staff, contractors and visitors.
- Respond promptly and professionally to telephone, email and face-to-face enquiries.
- Welcome and sign in visitors, ensuring all safeguarding, security and compliance protocols are adhered to.

Communications

- Draft and distribute timely and accurate communications to parents and carers, using the appropriate channels, for example the weekly newsletter and updates to the school website.
- Support internal communication processes within the school, ensuring information is shared efficiently, with a knowledge of the requirements in relation to GDPR.

Data administration

- Maintain and update the school's management information system ensuring pupil and staff records are accurate and up to date.
- Support data entry, reporting and record-keeping in line with data protection and confidentiality policies.
- Assist in the development and improvement of administrative procedures and systems.

- Support School Business Manager with day-to-day finance responsibilities.

Attendance administration

- Collaborate with the attendance team to promote positive attitude towards attendance and punctuality.
- Monitor daily attendance data, following up on absences, running attendance reports and support initiatives aimed at improving attendance rates.

Admissions

- Manage the school's admissions process in line with the admissions policy and local authority guidelines.
- Ensure available places are filled promptly and that all associated documentation is complete and accurate.

Wraparound care and trips administration

- Administer bookings and communication for the school's wraparound care including breakfast club and after-school provision.
- Co-ordinate the administrative aspects of the school trips and visits, ensuring timely communication with parents and proper documentation is in place.

Individuals in this role may also undertake some or all of the following:

- Provide general administrative support as required by the leadership team or school staff.
- Carry out tasks such as photocopying, filing, ordering supplies and supporting school events or meetings as needed.
- Monitor and manage office stock and supplies.
- Assist with producing marketing and promotion material for the school.
- Daily checks of school lunches, including FSM vouchers.
- Support with the maintenance of the school asset register