

<b>School:</b>	<b>Cobham Primary School</b>
<b>Grade:</b>	<b>KSB* (previously KR4)</b>
<b>Contract:</b>	<b>Part-time (20 hours per week, 8.30am-12.30pm Monday-Friday; 38-40 weeks per year)</b>
<b>Responsible to:</b>	<b>Office Manager</b>

**Please read the details below and apply via Kent Teach, using CV and cover letter.**

**Purpose of the Job:**

Cobham Primary School exists to broaden the horizons of every child, so that any door is open to them. Our Beacon values are the cornerstone of our school community, and our office team – often the first point of contact people have with our school – are critical parts of this community.

Belonging: We include and respect everyone, making sure all feel safe and welcome.

Excellence: We always try our best and take pride in what we do.

Aspiration: We dream big, ask questions, and love learning new things.

Courage: We are brave, try new things, and keep going even when it's tough.

Ownership: We take responsibility for our actions, our learning, and our choices.

Nurture: We care for ourselves, others, and our school to help everyone feel safe and happy.

We are committed to providing an unparalleled level of care to everyone in our community and we are looking for an administrative assistant who can provide a truly important part of this care.

This role provides administrative functions for the school, working closely with our Office Manager, Finance Manager and site staff to ensure the smooth day-to-day running of the school. In our small village primary school, everyone wears a lot of hats and needs to be willing to get involved in all aspects of school life. It is a great, varied role for those who love to get stuck in and take on any challenge.

We offer a deeply caring team, committed to providing an unparalleled level of care to everyone in our community – including one another. We provide plenty of fun, embracing childhood and all the opportunities it has to offer. As a school, we endeavour to always be innovative and evidence-informed and we have plenty of aspirations to innovate and improve our administrative functions. We invest in our team to ensure the highest quality and work hard to have an aligned team, with open and honest mutual accountability.

**Key duties and responsibilities:**

1. Support the day-to-day clerical and administrative functions of the school including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment and the processing of incoming and outgoing mail.
2. Produce lists, information and data as requested by senior staff or external agencies (e.g. standard/statutory returns)
3. Develop and maintain manual and computerised records and management information systems.
4. Act as the main point of contact for the school, investigating queries, assessing the nature of telephone calls, referring them to the appropriate person without referral to the line manager where possible, and receiving visitors in a courteous, prompt and efficient manner, to ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently.

This role will also have specific responsibility for:

- Personnel – maintaining and updating staff records, including safeguarding information
- Attendance – daily tracking of pupil attendance, ensuring we have accurate information about absences and ensuring we follow local and national guidance and legislation on attendance
- Admissions – overseeing record keeping and communications relating to Reception admissions in September and in-year admissions

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

1. Arrange and coordinate appointments and meetings on behalf of the Head teacher and other members of staff, organising venues and equipment, dealing with relevant documents and taking meeting notes as required.
2. First point of contact for sick pupils, liaise with parents / carers/staff
3. Assist with arrangements for school visits and events
4. Maintain stocks and supplies, selling and distributing as required
5. Undertake general financial administration such as processing orders, collecting monies and undertake basic book keeping, such as for petty cash
6. Assist with the administration of school lettings and other uses of school.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are.

It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

For KCC purposes this post has been rated as DMA Level 1

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	NVQ 2 or equivalent
<b>EXPERIENCE</b>	Operational experience of administrative systems Customer service experience Experience working in a busy, varied environment
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Standard keyboard skills</li> <li>• Literacy and numeracy skills</li> <li>• Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows WP package and basic spreadsheet and database functions</li> <li>• Ability to organise and prioritise workload to achieve deadlines</li> <li>• Ability to communicate effectively and in a courteous manner, in person and over the telephone</li> <li>• Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information</li> <li>• Ability to investigate queries and anomalies when required</li> <li>• Ability to operate computerised and manual filing systems and to make improvements where necessary</li> <li>• Ability to take accurate notes and minutes of meetings</li> <li>• Co-ordination skills when arranging meetings and appointments</li> <li>• Ability to process and maintain financial records</li> <li>• Commitment to equalities and the promotion of diversity in all aspects of working</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages</li> <li>• Awareness of the School's Record Retention Policy and freedom of information protocols or an awareness of the requirement for this policy and protocol</li> <li>• Knowledge of computerised and manual filing systems</li> <li>• Awareness of Data Protection and confidentiality issues</li> </ul>

	<ul style="list-style-type: none"><li>• Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety</li></ul>
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### **Principles for staff conduct:**

At Cobham Primary School, our values are the cornerstone of our community. These principles outline the expected behaviours for all staff, ensuring we embody our values in every interaction and decision.

**Belonging:** We include and respect everyone, making sure all feel safe and welcome.

- Treat all members of the school community (pupils, parents, colleagues, visitors) with respect, dignity, and courtesy, regardless of their background, beliefs, or abilities.
- Foster an inclusive environment where everyone feels valued, heard, and supported.
- Actively challenge discrimination, prejudice, and bullying, ensuring a safe and welcoming space for all.
- Maintain confidentiality and respect the privacy of individuals.

**Excellence:** We always try our best and take pride in what we do.

- Strive for the highest standards in all professional duties, demonstrating commitment and dedication to continuous improvement.
- Take pride in your work and contribute positively to the school's reputation and success.
- Be punctual and reliable, fulfilling all responsibilities diligently and effectively.
- Engage in ongoing professional development to enhance your skills and knowledge.

**Aspiration:** We dream big, ask questions, and love learning new things.

- Embrace a growth mindset, continuously seeking opportunities to learn, grow, and innovate.
- Encourage curiosity and critical thinking in pupils and colleagues, fostering a culture of inquiry.
- Set high expectations for yourself and others, supporting pupils to achieve their full potential.
- Be open to new ideas and approaches that can enhance teaching, learning, and school operations.

**Courage:** We are brave, try new things, and keep going even when it's tough.

- Demonstrate resilience and perseverance when faced with challenges, seeking solutions and support when needed.
- Be willing to take calculated risks and try innovative practices that benefit pupils and the school.

- Speak up respectfully when you witness inappropriate behaviour or have concerns, contributing to a safe and ethical environment.
- Maintain professionalism and composure, especially in difficult situations.

**Ownership:** We take responsibility for our actions, our learning, and our choices.

- Be accountable for your professional conduct, decisions, and their impact on others.
- Take initiative and actively contribute to the school community, taking responsibility for your role in its success.
- Manage your time and resources effectively, ensuring tasks are completed to a high standard.
- Reflect on your practice and take proactive steps to address areas for development.

**Nurture:** We care for ourselves, others, and our school to help everyone feel safe and happy.

- Prioritise the well-being and safety of all pupils, acting in their best interests at all times.
- Support the emotional and social development of pupils, fostering a caring and supportive environment.
- Look out for the well-being of colleagues, offering support and collaboration when needed.
- Care for school property and resources, contributing to a positive and well-maintained learning environment.