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Job Title: **Office Assistant**

Reports to: School Business Manager

Grade/Salary: Kent Range 3 - Administration Level 1

 Hours: 16 hours per week 39 weeks per year excluding holiday

Additional hours may be required to enable occasional additional work load to be met, and will be agreed in advance by the Business Manager/ Headteacher.

**Job Purpose**

**To manage the school reception and be the first point of contact for visitors to the school, carry out office administration and organise hire of the school facilities**

**Specific Responsibilities**

**Administration**

* Undertake reception duties, act as first point of contact in response to telephone and face to face enquiries and sign in visitors in accordance with safeguarding procedures
* Assist with arrangements for visitors eg: school nurse and other meetings as required including provision of refreshments
* Carry out general office duties such as typing, filing, photocopying, answering the telephone, opening, sorting and distributing incoming mail and maintain the school diary
* Provide secretarial and administrative services to the Headteacher and other members of SLT, including processing confidential documents
* Organise all lettings of the school premises and liaise with the Business Manager, Caretaker, SLT and Finance Officer in accordance with the lettings policy.
* Receive deliveries and notify Finance Officer of their arrival.

**Curriculum/Pupil Focus**

* If required undertake any duty usually completed by the secretary in respect of pupils, in her absence

Signed…………………………………………………………………………………………………Date………………………….

Headteacher Signed……………………………………………………………………………Date………………………….