

ST BOTOLPH'S C OF E PRIMARY SCHOOL

JOB DESCRIPTION

Office Assistant (Customer Services Apprentice – Level 2)

The post holder will:

Undertake a diverse range of clerical duties, supporting the Head Teacher and Administration Team to ensure that all essential aspects of school administration are covered including;

- a) Assisting members of the Administration Team as necessary;
- b) Offering a welcoming manner and dealing appropriately with parents and visitors to the school;
- c) Opening and sorting post;
- d) Processing class registers;
- e) Updating pupil records on the school database;
- f) Creating documents using Word and Excel;
- g) Photocopying;
- h) Filing;
- i) Administering medicines and first aid to pupils as appropriate (training will be provided);
- j) Maintaining pupil medication and first aid records in accordance with school;
- k) Ensuring that the main office telephone is manned at all times;
- l) Undertaking of any other tasks/duties as may be reasonably required;
- m) Compliance with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Signed: Administration Assistant Date:

Signed: Head Teacher Date:

PERSON SPECIFICATION

	Essential	Desirable
Confident	✓	
Team Player	✓	
Responsible	✓	
Enthusiastic	✓	
Self-motivated	✓	
Able to work on own initiative, with guidance	✓	
Pleasant and articulate manner	✓	
Love children and be committed to ensuring their wellbeing in school	✓	
Basic computer skills		✓