



Job Title: Office Administration Assistant
Location: St John's C E Primary and Nursery School
Salary/Grade: NJC10 - £15,624-£16,688
Hours: 08:00-13:15 Monday to Friday
Total hours per week: 26.25 hours
Holiday: Annual leave – School holidays only
Reports to: The Senior Leadership Team, Board of Governors

An opportunity has arisen to join the school office administration team.

Qualities required for the post include the following:

General

- a good standard of general education
- experience of dealing with people
- experience of working with databases and Excel
- experience of working in a school environment

Knowledge and Understanding

- understanding the service ethic
- a logical approach to work and problem-solving
- an awareness of Safeguarding Children in Schools
- knowledge of data security and data protection

Skills, Aptitudes and Communication

- clear, professional and effective verbal and written communication skills
- strong customer service, care and support
- excellent time management and organisational skills
- excellent IT skills including Microsoft Office
- excellent attention to details
- experience of database management

Disposition

- good team player with a positive approach
- a flexible, calm and committed approach
- ability to manage competing priorities and multi-task when necessary
- discretion and the ability to maintain confidentiality on all matters
- a flexible approach to the tasks within the role and the requirements of the school
- enthusiasm and willingness to learn new skills
- inquisitive, collaborative and thorough
- a willingness to learn and adapt and ready to embrace new change initiatives

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Principal Accountabilities

Reception

- to be the first point of contact for telephone, email and face to face enquiries and take messages where appropriate
- to ensure school security arrangements are always complied with, including the issue of visitor's lanyards and signing-in procedures
- to accept and sign for deliveries as appropriate
- to provide hospitality for visitors to the school

Attendance (pupils)

- to be responsible for ensuring that attendance data is entered onto the computer system promptly and accurately
- to liaise with parents and carers regarding all attendance matters
- to administer leave of absence request
- to produce attendance data when requested
- to monitor attendance and liaise with the Head of School and highlight persistent absenteeism and any other concerns

Admissions and Leavers (pupils)

- to be responsible for the administration of pupil joining and leaving the school
- to be responsible for the transfer/receipt of information from other schools
- to liaise with the local authority School Admissions, parents /carers and staff accordingly, including arranging visit for prospective parents and carers
- to be responsible for keeping and updating the school's waiting list

Supply Cover (teachers)

- to liaise with the Head of School and arrange cover accordingly

Clerical

- to be responsible for the preparation and maintenance of the manual and computerised pupil data records, including medical information and allergens
- to assist with the administration of school visits in liaison with the teaching staff, including booking of coaches
- to assist with the administration of extra-curricular clubs and music activities in liaison with the club leaders
- to undertake typing and word processing as required
- to undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- to maintain the school diary
- to be responsible for the sorting and distributing of incoming post and the sending of outgoing post
- to provide general clerical support as required
- to assist with the preparation and maintenance of the manual and computerised pupil data records

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- to assist with the monitoring and maintenance of stock and arrange for supplies to be ordered as necessary

Other

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- to ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy
- the Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- the duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School/School Business Manager to carry out appropriate duties within the context of the job, skills and grade

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