

Job Description

Job Title/Position: School Office Assistant

School: Maple Walk School

Direct Supervisor: School Office Manager / Head Teacher

School Working Hours: Monday to Friday; Term Time only + 10 days; Monday to Thursday 2:00 pm to 6:00 pm and Fridays 12:30 to 4:30pm

Position overview:

Under the guidance and supervision of the School Office Manager, the School, Office Assistant, will be responsible for undertaking administrative and organisational processes within the school. Assist with meetings and visitors from support services and carry out duties to support the School Office ensuring deadlines are kept.

Qualifications & Experience:

- Good written and verbal English
- Initiative and strong organisational skills,
- Prepared to do day to day tasks and a proactive approach.
- Ability to work efficiently and constructively within a small team
- Experience of working in a school environment would be helpful.
- Comfortable using IT systems, emails, management information systems.
- Willingness to undergo training as required.
- Experience working with children, desirable; kind and flexible team player.

Required Skills:

- Operate relevant equipment/ ICT packages mainly Google Docs (Word, Excel, Canva, databases, spreadsheets, internet,

General Responsibilities:

A. Organisation:

- Deal with and manage reception duties, answering routine telephone calls and face to face enquiries that could be complex and sensitive, with parents, visitors.,
- Dealing with visitor checks and paperwork, as per NMS guidelines.
- Assist the School Office Manager with pupil welfare duties, e.g., First Aid helping to look after sick pupils whilst parents arrive/ liaising with families and staff.
- As agreed with the School Office Manager and with approval from the Head teacher, draft and send out parent communications in relation to various events, general parent notifications and health alerts. (*A detailed list will be discussed with the School Office Manager as needed*)
- Assist with the organisation and maintenance of prospective parent and pupil information (*A detailed list will be discussed with School Office Manager as needed*)

- Assist with organising school trips, outings and events.
- Assist with the organisation and management of the Morning and Afternoon Clubs, including After School Care and Late Care.
- When appropriate, supervise, train and develop staff as appropriate by passing on acquired skills ~ For example, passing on skills from an IT course/ efficient way for various staff to access office-based information etc.
- Undertake research and obtain information to inform decisions. E.g. contact appropriate suppliers/ services proactively.
- Assist with marketing and promotion of the school and update website

B. Administration:

- Provide general clerical support e.g. photocopying, filing, e-mailing, complete standard forms, respond to routine correspondence. (*A detailed list will be discussed with School Office Manager as needed*)
 - Undertake word processing, editing, and IT based tasks such as Google spreadsheets; newsletters; website
 - Provide administrative and organisational support to other staff
 - Assist in completing and submitting complex forms, returns etc. including those to outside agencies.
 - At times, take notes/ minutes of meetings which may be of a confidential nature
 - Sort and distribute all mail.
 - Assist with Afterschool/Club/ Late Care; monitoring student pick-up, etc.
 - Assist/support with Data Management,
 - To be aware of Data Protection legislation and how this relates to own role, particularly in respect of personal data.
 - Manage manual and computerised record/ information systems, use of pupil database to access pupil details for the school.
 - Produce lists, information and data as required
 - To maintain children's data, including Child Medical Information as per instructed.
 - Retain and organise pupil reports received from other schools
 - To maintain staff member's email accounts and access to Google, laptops and servers, suspending, cancelling or deleting where appropriate.
- To regularly review all data kept within the admin office and ensure that it is kept as per the NMS agreed retention policy.
- Other duties as assigned by the School Office Manager and/or Head Teacher