



Hobbs Hill Wood Primary School Job Description

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| Location | Hobbs Hill Wood Primary School |
| Role | Office Assistant |
| Pay grade | H3 |
| Reports to | Office Manager |
| Hours | 26.25 hours per week, worked Monday to Friday, term time only |

Purpose of the Role: To provide general clerical and administrative support to the school

Responsibilities:

1. Answer and forward phone calls, transfer phone calls, take messages and manage the phone system so that all data is correct and up to date and allows efficient directing of calls
2. Welcome all visitors to the office ensuring compliance with office requirements regarding safeguarding, visitor's book, local inductions, fire alarms and facilities
3. To provide administrative support for other ad/hoc duties within the team/office as and when required
4. Assist with pupil welfare matters including contacting parents and staff using the school's MIS system, as required
5. Ensure compliance with GDPR by ensuring all data is kept securely in line with school policies
6. Ad hoc sales of pupil uniform and stationery
7. Lead provision of first aid and ensure first aid supplies are regularly replenished
8. Assist with chasing debts (meals, clubs, trips, wraparound care, etc)
9. Ensure goods received are safely stored
10. Oversee and maintain appearance of the reception area
11. Open and distribute daily post
12. Act as school's administrator for school lunches (pupils and staff) in relation to daily kitchen statistics
13. Listen to pupil absence line, record on absence record sheet and follow up phone calls to enable Office Manager to record on the school's MIS system and print fire register
14. Input daily wraparound care attendance registers on the school's MIS system
15. Ensure the school has adequate supplies of stationery, ensuring sufficient stocks are always held
16. Send monthly travel expense claims to Payroll ensuring submission deadlines met
17. Manage medical protocols - maintain up to date pupil health records in line with Supporting Children with Medical Needs policy
18. Track and chase monthly pupil laptop scheme payments on Go Cardless

19. Collect, count and bank money from parents/carers, staff and events providing Finance Officer with information to complete records in accordance with school policy

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

1. Check admin email address and action where required
2. Contribute to the marketing and promotion of the school
3. Provide admin support for school fund raising activities
4. Write certificates for children's awards, prepare information for Headteacher and prepare prizes

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| Knowledge GCSE Maths and English at grade C or above (or equivalent) Good knowledge of Microsoft applications Level 1 Safeguarding / Awareness of keeping children safe Awareness of GDPR English grammar | Competencies Flexibility Customer Service Teamwork Communication Listening Planning and Organising Attention to detail |
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This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview, you will receive more information.

This role will be reviewed annually as part of the performance management process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

I accept this job description

NAME and SIGNATURE

DATE