

**Job Title:** Office Assistant  
**Grade:** H2  
**Hours of Work:** 25 hours pw term time only  
7.30am - 12.30pm or 8.00am - 1.00pm Mon -  
**Fri**



*Every member of staff at Bowmansgreen Primary School has the responsibility to make a positive impact on children's learning and wellbeing. Each person is required to understand their contribution in working towards and supporting the overall vision, aims and ethos of the school.*

## **Purpose of the Job**

To provide a warm welcome to all children, parents/carers and visitors, ensuring an efficient morning reception service.

To provide general and specific administration support.

## **Main Responsibilities and Duties**

### **General Administration**

- Manage the main reception desk acting as first point of contact for telephone and face-to-face enquiries
- Welcome all visitors ensuring compliance with office requirements regarding visitor's electronic sign in, ID badges, DBS checks, fire alarms and facilities
- Oversee and maintain appearance of reception including updating displays in school entrance
- Manage lunch administration – kitchen/parent liaison, ensure lunch orders are complete by 9.30am, online payment set up, billing, communications, chasing monies, allergy monitoring, free school meals admin etc
- Support dining hall during lunchtime service
- Assist in pupil welfare issues, first aid and the administering of medication - liaise with parents / carers / staff
- Open and distribute post
- Liaise with pupils, parents and carers via written communication, face to face and electronic communications i.e. texting
- Maintain the schools online digital presence, including weekly newsletter
- Liaise with other staff and external agencies such as the school photographer
- Assist with arrangements for visits, for example by school nurse, photographer
- Oversee the management of lost property and second-hand uniform
- Oversee management of fruit for KS1 and milk provision
- Support the Resources/Finance Assistant in administration of clubs and trips, finance and "ordering" tasks
- Administer recognitions systems for pupils – trophies, reward cards and the house system
- Support other office administration tasks as directed by the SBM/Headteacher
- Colleague cover as necessary

## **Supervision**

The post holder is performance managed by the SBM.

## **Contacts**

The post holder will work with all members of staff in the school, the pupils, the parents/carers and Governors.

## **Equalities**

Promote and celebrate the diversity of the school community in line with our Equality Statement and Information

### **Safeguarding Children**

The Governing Body of Bowmansgreen Primary School is committed to safeguarding and promoting the welfare of children and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

### **Disclosure & Barring Service**

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 Disclosure & Barring Service as part of Hertfordshire County Council's pre-employment checks.

*Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment)*

### **Health and Safety**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.  
Administering medication when required

### **Additional Information**

The duties and responsibilities listed above describe the post as it is at present. The post holder will have a performance management interview each year and is expected to accept any reasonable alterations that may be necessary from time to time. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practises.

***All office roles are expected to work collaboratively and provide administrative and organisational support to all staff as directed by senior leaders. No role is exempt from tasks not specified in the Job Description.***

Our vision is to carry out school administration tasks electronically, wherever possible. This includes our aim to become a cashless school. The post holder is required to proactively seek opportunities to support this vision.

### **Knowledge, Experience and Training**

- Friendly and welcoming
- 5 GCSE's including Maths and English at C+ (or equivalent)
- Ability to work in a team
- Ability to act on their own initiative
- Enthusiasm and commitment to the role
- Proficiency in computing skills – Excel, Word, Outlook
- Experience of using Schoolcomms and Arbor desirable
- Willingness to promote and improve administrative procedures
- Ability to work under pressure and manage own time efficiently

Signed .....

Dated .....