



## School Office Assistant Job Description

**Line manager:** School Office Manager

**Salary:** Surrey Pay Scale 4 full time equivalent

**Hours:** 36 hours per week, 39 weeks a year

**Line Management:** n/a

<b>Title</b>	<b>School Office Assistant</b>
Job Purpose	To provide day to day administrative support and reception duties to contribute to the smooth running of the school office. To assist with finance and resources administration as required.
<p>Key Responsibilities</p> <ul style="list-style-type: none"> <li>• Maintaining up to date pupil and staff information on the school`s MIS system.</li> <li>• Be a point of contact for children, colleagues, parents and all other stakeholders.</li> <li>• Receive visitors and provide/request information in a courteous manner to promote a positive image of the school.</li> <li>• Assume equal responsibility for dealing with child illness &amp; injury and administering of first aid.</li> <li>• Assist with the preparation and distribution of school communication and reports.</li> <li>• Formatting the weekly newsletter using Canva</li> <li>• Scheduling and setting up parents evening.</li> <li>• Administering the school web site.</li> <li>• Administration of stationery and curriculum resources to include monitoring stock levels, timely ordering and storage.</li> <li>• In conjunction with the School Business Manager, ensure that best value is achieved.</li> <li>• Processing of authorised orders.</li> <li>• Assist with maintaining and reconciling various school accounts.</li> <li>• Administration of school meals to include:             <ul style="list-style-type: none"> <li>○ Using Tucasi to calculate number of meals and pass these to the school caterer to ensure the timely preparation of the meals</li> <li>○ Eligibility checking of free school meals using the Strictly Education 4S service</li> <li>○ Regular reporting of school meal information to Surrey County Council</li> <li>○ Dietary requirements to be collected and passed to the caterer and other relevant parties.</li> </ul> </li> <li>• Administration of school trips to include bookings and updating of Tucasi.</li> <li>• Be prepared to assist colleagues when required.</li> <li>• Ensure all deadlines in relation to areas of responsibility are met.</li> <li>• Undertake professional duties and responsibilities necessary for the smooth running of the school as may be reasonably assigned to you or as directed by the school`s senior leadership team.</li> <li>• Values: to uphold the values and behaviour of the organisation</li> </ul>	

- Equality & Diversity: To work inclusively, with a diverse range of stakeholders and equality of opportunity
- Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedures as appropriate.

*Southfield Park Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We welcome applicants from under-represented groups.*

### Person Specification - School Office Assistant

Qualifications		
	Essential/ Desirable	Evidenced by
English/Maths GCSE or equivalent qualification in Level 2 Numeracy and Literacy	E	Application/certificates
First aid qualification e.g. FAST3 (training will be arranged)	D	Application/certificates
Knowledge/Understanding/Experience		
Good ICT skills including working knowledge of Excel and Word	E	Application/Interview
Knowledge of SIMS management information system, Online payments Tucasi/Scopay, PS Financials, Canva	D	Application/Interview
Experience of working in a school	D	Application/Interview
Ability to understand the office priorities and react accordingly in a changing and unpredictable environment	E	Application/Interview
Strong organisational skills and record keeping	E	Application/Interview
Accuracy working with data	E	Application/Interview
Good attention to detail	E	Application/Interview
Basic First Aid knowledge	E	Application/Interview

<b>Personal &amp; Professional Qualities</b>		
Emotionally literate with good awareness of impact on others	E	Application/Interview
Excellent interpersonal skills, and written and verbal communications skills	E	Application/Interview
Ability to relate well to children and adults	E	Application/Interview
Able to work cooperatively	E	Application/Interview
Positive, optimistic and solution-focused outlook	E	Application/Interview
Capacity to work under pressure to meet deadlines and organisational priorities	E	Application/Interview
Commitment to safeguarding procedures	E	Application/Interview
Committed to own professional development	E	Application/Interview
Awareness of the need for confidentiality	E	Application/Interview

### Terms of Employment

All offers of employment are subject to the school receiving proof of identity, two satisfactory references, a pre-employment medical check, an enhanced DBS disclosure, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 6-month probation period.