

JOB DESCRIPTION

Job Title :	Office Admin Assistant
Responsible to:	Business & Operations Manager
Grade :	D
Hours :	36 hours per week / 44.65 weeks paid per year term time only
Purpose of the job :	
<ul style="list-style-type: none"> • To work as part of the administration team in supporting the school in attaining its aims and objectives by providing the most effective and efficient service to the school. • To provide a comprehensive, confidential administrative service to the school, supporting the development pupils. 	
Important Internal Relationships include:	Students, Principal, Vice Principal, Business & Operations Manager Assistant Principals, Heads of Department, Teaching and support staff, Office Staff, Governing Body, OHCAT Staff, Premises Team
Important External Relationships include:	Parents, Local Authority, Community & local schools, Physio Team Speech & Language Team, School Nurse, Transport provider, Respite & After school care, Social Services, Psychology Service
Core responsibilities :	
<u>Reception</u>	
<ul style="list-style-type: none"> • To greet visitors at reception providing advice and information when necessary, seeking assistance if needed. • To be aware of and remain alert to basic security of the building following school procedures; ensuring that all visitors sign in using the entry system and confidentiality is maintained in the office area. To ensure all regular visitors including agency staff are given an entry card and put onto the system. • Ensuring that a tidy, safe and GDPR compliant environment is always maintained. • To answer the telephone promptly and politely, taking clear and accurate messages to pass onto the relevant person as soon as practicably possible. • To transfer telephone calls promptly and efficiently recording all relating information in the appropriate places. • To show visitors and prospective parents around the school facilities. • To set up all rooms for meetings, parent functions, training etc by ensuring rooms are reserved and organising refreshments. • To regularly tidy and check the family room to ensure all tea and coffee making supplies are available for visitors. 	
<u>Administration</u>	
<ul style="list-style-type: none"> • To undertake general typing and clerical duties including typing of letters and sending and responding to emails; arranging appointments in liaison with the EHCP Administration Assistant. • To undertake making resources for all classes and curriculum areas as and when required. • To collate class supplies, cooking and other curriculum resources orders on weekly basis entering on line. 	

- To organise the orders for class supplies, cooking and other curriculum resources ready for classes to collect, ensuring that delivery notes are checked against goods received.
- To check against class requests and permitted goods before authorising the online shopping orders; updating information on the excel spreadsheet.
- To open, date stamp, scan (if possible) and distribute all incoming mail as a priority daily.
- To regularly check the main school office email in box and forward all necessary emails to the relevant people; ensuring the inbox is maintained by highlighting emails actioned, deleting those not needed and keeping it organised.
- To prepare and raise requisitions, and when necessary, chase purchase orders on receipt of authorised order requests by the appropriate budget holder, recording details of any communication.
- Completing any Value for Money forms in line with the Finance Regulations as and when necessary.
- To read and be aware of all details covered in the OHCAT Finance Policy including the day-to-day delegation/authorisation limits to ensure that all transactions are in line with the regulations.
- To receive deliveries to the school; Ensuring all goods are received in line with the order and delivery notes are checked; scanning and /or receipting them on the finance system to maintain records.
- To maintain petty cash and GPC (Procurement Card) logs, ensuring all paperwork and receipts are either uploaded onto the Soldo app or scanned and saved into the relevant folder on the system.
- To ensure the processing of requests to parents/carers contribution towards class money is sent out on a half termly basis; collecting and recording monies as received.
- To process contribution requests to parents/carers half termly for various things, including class fund and horse riding.
- Oversee the monitoring of stationery stock levels so that teaching resources are readily available.
- To ensure that all school vehicles which are booked for use are recorded onto Arbor and oversee the system on a regular basis.
- To organise and maintain a clear and effective filing system.
- To archive of records as specified within Records and Retention documentation.
- To operate all general office equipment to carry out photocopying, scanning, laminating and computerised records in relation to job and as requested.
- To regularly check, stock take and order stationery and Art supplies so that teaching resources are readily available; completing order request forms in liaison with the Administration Assistant.
- To ensure the photocopiers are topped up with paper throughout the day and ordering any supplies needed for both machines; also making sure the photocopying area is kept clean and tidy so that it is GDPR compliant.

Pupil Attendance

- To maintain attendance records and class registers.
- To follow up on any missing attendance data and support class staff, if necessary, in completing registers.
- To follow up on any unexplained pupil absences with parents. (Shared responsibility)

Pupil Lunches

- To produce and collate lunch information to classes on a weekly basis.
- To produce daily lunch requirements for the catering staff.

- To record daily uptake of lunches and complete lunch monies on the MIS.
- To oversee the school online payment system, within Arbor and advising the B&OM in a timely manner of any pupil accounts in arrears and chasing in accordance with OHCAT guidelines.
- To monitor and oversee the free school meals process to ensure that all pupils' entitlement remains in date and processing forms with necessary documents when they have expired To liaise with catering staff to finalise lunch menus.
- To produce the letters requesting lunch monies to parents on a half termly basis.
- To keep the Business Manager informed of any outstanding lunch monies balances on a regular basis.
- To ensure that parents are informed when their child is transitioning from UIFSM to a paid meal.
- To keep student data up to date with the correct student meal types.

Transport

- To produce weekly transport information sheets for bus folders.
- To ensure all bus folders are received from transport staff daily; noting all pupils who are absent and advising classes.
- To ensure weekly respite information is received and transferred to appropriate bus folders.
- To ensure pupil transport contact details are kept up to date.

General

- To ensure that all meeting rooms are set up and ready in advance of any meetings that are on the school calendar.
- To check and update the staffing spreadsheet with any details relating to agency staff.
- To maintain the school notice boards at the front of the building and in the staff room and family room; displaying appropriate information.
- To maintain the family room ensuring that it is always kept tidy and presentable.
- To ensure that the photocopiers are kept stocked with paper and that additional toners are available when needed, ordering when required as well as ensuring that this area is kept clean and tidy.
- To ensure that other areas within school are maintained and kept tidy as directed by SLT.
- To operate a tidy desk policy with no more than five personal photo's/pictures, quotes, or objects on display.
- As and when necessary complete any Friends of Dysart School (FODS) related admin tasks as directed by SLT.

Lunch Duty

- To work at lunchtime within classes daily as required.

Training can include:

- Attending all whole school INSET days sessions including twilight sessions and other training as requested by SLT.

Miscellaneous can include:

- To work in an organised and efficient manner, ensuring that all documents are filed.

- Reading and being aware of all details in the School Handbook; to understand and follow the principles set out in The Aims of the School and the Code of Conduct.
- Understanding and working in accordance with the OHCAT Equal Opportunities, Health & Safety, and other relevant policies.
- Undertaking other duties as required by SLT, which are commensurate with the job purpose and grading.
- Maintaining a professional relationship with other members of the office team.
- Sharing OHCAT's commitment in safeguarding and promoting the welfare of children and young people.
- Always maintaining confidentiality.
- As an initial point of contact to visitors to the school ensure that you maintain a professional personal appearance that is consistent with the school's ethos and values.

Whole-school responsibilities

- Participate in the performance management process agreed in school.
- To play a full and active part in the life of the school.

General notes

- (1) Job descriptions are to be reviewed annually.
 (2) The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.

Signatures :

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Signed.....

Signed

Date.....

Date.....

**Office Admin Assistant
PERSON SPECIFICATION**

Essential	Desirable
Qualifications	
GCSE grade A* – C English and Maths (prior to 2014) Reformed GCSE grading system, grade 9 (highest) to 4 (since 2014) or equivalent	First Aid qualification
Computer literate – must be able to use Microsoft Word, Excel and Email systems.	
Experience/Knowledge	
Have knowledge and experience of standard work routines which have involved the use of simple office equipment in a busy office environment	Knowledge and experience of working in a busy school office environment.
	Demonstrate a strong desire to develop knowledge of the role, learn new skills and take on new challenges.
Skills and abilities	
Ability to be proactive and work constructively as part of a team.	
Excellent listening skills and the ability to follow instructions.	Ability to work co-operatively and communicate effectively with a range of people.
Have some experience in performing specific tasks and activities that do not involve supervision or close liaison with others.	
Well organised and the ability to multi task, remaining calm under pressure.	
Ability to multi task and manage time to prioritise workloads effectively.	
	Sense of humour.
	Quick learner.
Reliable, dependable and willing to 'pitch in' at all times.	
Additional Factors	
Commitment to promoting and safeguarding the welfare of children.	Affinity with children.
Have a caring and positive nature.	
Demonstrate a high level of confidentiality.	
Attendance on relevant courses and undergo other training appropriate to the post.	