

**JOB DESCRIPTION**

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| **TITLE:** | Office Administration Assistant |
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| **POST NO:** |  |
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| **SCHOOL:** | Crawley Green Infant School |
|  | Beaconsfield |
|  | Luton LU2 0RW |
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| **RESPONSIBLE TO:** | Office Manager/Personal Assistant to the Headteacher |
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| **GRADE:** | L3 |

**PURPOSE OF POST:**

**To ensure the provision of comprehensive secretarial and administrative support service to the Office Manager/Personal Assistant to the Headteacher and the school.**

**To liaise with relevant members of the LA.**

**To support the school in any attendance issues.**

**Headteacher**

Office Manager/PA

**ORGANISATION CHART**

Office Administrator Assistant

**PRINCIPAL RESPONSIBILITIES: %**

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| 1. | To assist and support the Office Manager/PA to the Headteacher on providing and supporting, in line with good practice, effective administrative and management of the school. | 30 |
| 2. | To provide a sound and strong secretarial service – to include word processing and excel on a wide range of documents - taking and receiving telephone messages - dealing with incoming and outgoing mail - invoicing – photocopying – First Aider. | 30 |
| 3. | Organise office resources and consumables to ensure effective operation at all times ie photocopier toners, paper for the whole school etc. | 5 |
| 4. | Organise hospitality for visitors to the school and meetings as required . | 5 |
| 5. | To support the organisation of the school, including assisting to direct supply teachers/teaching assistants. | 5 |
| 6. | To be responsible for organising transport and venues for school visits, checking permission slips and free school meals children associated with this. | 5 |
| 7. | To support the school’s recruitment, selection and appointment procedures in liaison with the Office Manager/PA, Headteacher, the Senior Management Team and the personnel provider. | 5 |
| 8 | Administration on a variety of staff and pupil paperwork (excel and word format) | 15 |

**DIMENSIONS:**

**Supervisory Management:** None

**Financial Resources:** None

**Physical Resources:** Office , ICT equipment

**Other:**

**CONTEXT:** All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

**Physical Effort:**

**Working Environment:**

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.