

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>School Office Administration Assistant</b>
<b>REPORTS TO</b>	<b>Office Manager</b>
<b>GRADE</b>	<b>Scale 15-18</b>
<b>HOURS OF DUTY</b>	<b>36 Hours per week (41 weeks per annum) 8:30am – 4:15pm Monday – Thursday 8:30am - 4:00pm Friday This includes ½ unpaid lunch break each day</b>
<b>PLACE OF WORK</b>	<b>The Hyde School</b>

### **DUTIES AND RESPONSIBILITIES**

1. Answer the telephone (take messages where necessary), record pupils and visitors entering and departing school during the day. This may involve pupil collection/delivery to classrooms.
2. Ensure security procedures are adhered to. Monitor CCTV screen and ensure the presence of all school visitors (those who are not current members of staff, pupils registered at the school or governors of the school) are recorded and issued with badges. Inform the Office Manager immediately of any situation that might affect safety or security.
3. Ensure the school office and reception area is welcoming, neat and tidy. Ensure all school files are kept updated, tidy and in good order.
4. Ensure the 'Onelan' TV display unit in reception area is kept up to date on a daily basis with school information.
5. Telephone parents of absent children to establish reasons for absence on a first day response call.
6. To collect, count, sort and record dinner monies, using an Excel based computer program. Ensure all payments for school dinners are accurately recorded and arrears are chased promptly. Check eligibility for free school meals for pupils and then authorisation of same, reviewing each case annually.
7. Be responsible for the sale of uniform, giving receipts and maintaining records. Be responsible for the allocation of stock and stock control.
8. Photocopying.
9. Limited routines of finance as directed in line with the division of responsibilities and excellent accounting practice per London Borough of Barnet guidelines, eg. collection of monies for music lessons and school clubs. Maintain accurate records and issue receipts to parents.
10. Maintain confidentiality of all sensitive material and information.
11. Ensure good lines of communication at all times.
12. Attend training relevant to duties and responsibilities as outlined in this job description.
13. Such other duties appropriate to the scope and grading of the post as may be required from time to time.
14. This job description may be amended at any time after discussion with the post holder.
15. Such other duties appropriate to the scope and grading of the post as may be required from time to time.

## **PERSON SPECIFICATION**

We are a professional, hardworking and friendly staff working to ensure all pupils receive an excellent standard of education in order that they may attain excellent standards of achievement. Staff work within a happy, multicultural school. We expect our School Office staff to consider themselves a valuable part of our team and to have the same work ethos.

### **ESSENTIAL CRITERIA**

- Experience and proven knowledge of ability to effectively use the computer as a tool for a variety of functions such as word processing, spreadsheets and databases in a windows environment. Able to keep up with and adapt to new technology. An ability to copy figures accurately into tables and manipulate data. Working knowledge of Microsoft Office, the Internet and e-mail.
- Experience working within a business and/or school environment
- Experience of administration duties and skills
- Customer service experience
- Experience of clerical/administrative duties, eg. filing, record keeping
- Basic knowledge and experience of financial procedures as described in job description. An ability to work accurately with numbers
- Personal qualities; ability to maintain complete confidentiality and discretion within all situations, sense of humour, tactful and sensitive. Accepting of all. Ability to work and communicate effectively with adults and children at all levels
- Flexible approach to work. Ability to respond to the demands of internal and external changes and work under pressure at times, assess priorities and be able to meet deadlines. Ability to organise and prioritise own workload, without supervision. Use own initiative. Ability to function effectively in an environment in which interruptions do take place.

### **DESIRABLE CRITERIA**

- Knowledge and understanding of the role of groups associated with school such as staff, pupils, parents, governors and school nurse
- GCSE grade A, B or C or equivalent in English and Mathematics.