

Ongar Place Primary School
Admin Assistant
Job Profile



JOB PURPOSE

- To provide general administrative support to the School under the instruction of Senior Staff and to assist in the efficient running of the School Office.
- To contribute to the overall vision and ethos of the school ensuring the best standards possible for pupils and staff and the wider community.
- To be aware of and support differences and to uphold the school's inclusive ethos.

This role reports directly to the Headteacher and Business Manager. The post holder may be requested to undertake any but not necessarily all of the following duties. Duties required will be directed by the School Office and Business Manager, according to the school's needs.

KEY RESPONSIBILITIES

Office

- Providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner.
- Ensuring that all messages are dealt with in a timely and accurate fashion
- To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures

Administrative

- Updating manual and computerised records/management information systems.
- Placing orders, checking goods and monitoring paperwork
- Updating and distributing communications which may include but is not limited to the school's website, social media, school noticeboards, newsletters and other communication with parents, colleagues and the community.
- To attend, participate and take notes at meetings as required.
- General administrative duties such as photocopying, filing, emailing and completion of routine forms.

Finance

- To input data into the school's finance system e.g. creating purchase orders
- To produce reports from the finance system under the direction of the School Office and Business Manager

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers
- Providing information and support to other staff members as required.
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- To protect and maintain the confidentiality surrounding all children in the school and specifically information relating to medical, behavioural and personal family situations.
- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community