



Part-time Office Support Assistant



Job Description	
School	Keep Hatch Primary School
Post holder	
Job Title	Office Support Assistant
Employment Status:	Part time temporary – fixed term until end of summer term 2025
Salary Scale	Grade 3 NJC05
Hours of Work:	7.5 hours per week Working days/hours negotiable

Key Areas of Responsibility
 The office support assistant is responsible for supporting the office team with the administrative and organisational processes within the school. They will carry out a range of tasks to support the operational running of the school as outlined below.

Skills / Abilities
You must be able to:

- Communicate effectively with both children and adults
- Develop and maintain good professional relationships
- Contribute positively to the school’s ethos and values

<p>Organisation chart</p> <pre> graph BT OSA[Office Support Assistant] --> SOM[School Operations Manager] SOM --> HT[Head Teacher] </pre>	<p>Summary of main contacts</p> <ul style="list-style-type: none"> Teachers Pupils Parents Governors Other school staff Other professionals Local Authority Frays Academy Trust
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Main duties to include:

- Processing of orders between school and Trust
- Conducting regular stock checks and managing supplies
- Unpacking deliveries, advising staff, and informing the Trust by submitting delivery notes
- Assisting with signing in children during arrival
- Delivering lunchboxes and other late items to children
- Handling ad hoc banking tasks as needed
- Administering medicine to children when needed
- Following up missed payments or paperwork from parents via telephone call
- Organising and assisting children to attend extracurricular clubs
- Delivering letters and other important communications to children or staff
- Report any issues with the school's IT systems
- Provide administrative support to staff as needed
- Managing lost property
- Contribute to the safety of children and young people and protect them from harm
- Maintain a high degree of confidentiality with regard to issues concerning members of staff and pupils
- Respond with tact, sensitivity and awareness to pupils and parents in relation to duties undertaken

Equal Opportunities

Understand the Trust's Equal Opportunities Policy with regards to pupils, staff, parents, governors and visitors.

Safeguarding

To ensure that all safeguarding policies and practices with the school and the Trust are adhered to at all times

Signed _____

Date _____