



Office Assistant - Temporary



Job Description	
School	Keep Hatch Primary School
Post holder	
Job Title	Office Assistant
Employment Status:	Temporary – from 5 th May until 17 th July
Salary Scale	Grade 3 (£21,574-£21,967 FTE)
Hours of Work:	Full time 8:30-4:30 Mon-Fri (part time hours negotiable)

Key Areas of Responsibility
 The office assistant is responsible for supporting with the administrative and organisational processes within the school. They will also act as an initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions. The office assistant will carry out a range of secretarial and administrative tasks to support the operational running of the school in addition to taking on the role of pupil attendance lead and personnel administration for all staff.

- Skills / Abilities**
 You must be able to:
- Communicate effectively with both children and adults
 - Take the initiative when dealing with queries from different stakeholders
 - Develop and maintain good professional relationships
 - Contribute positively to the school’s ethos and values

<p>Organisation chart</p> <pre> graph BT OA[Office 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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General administration

- Update and maintain the school website and school calendar including changes to staffing
- Update manual and computerised record/information systems
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post following considered deadlines
- Provide administrative support to staff as needed
- Maintain the operation of the printer, photocopier, phone systems and electric school gates to ensure they are ready to use at all times, resolving any issues as necessary
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Provide administrative support to the Headteacher/SLT and school SENDCo
- Be able to adjust work accordingly with conflicting priorities that arise in the office

Managing Enquiries

- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Manage enquiries and requests efficiently, referring where necessary
- Welcome visitors on behalf of the headteacher
- Handle all confidential correspondence with discretion

Attendance Administration

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- Ensure daily attendance registers are accurate and complete, and follow up with staff members about any incomplete data
- Monitor the absence email inbox
- Ensure leave of absence requests are responded to in a timely manner and recorded appropriately
- Follow up with parents and necessary authorities when children are absent from school
- Coordinate meetings with pupils and parents/carers to implement interventions and track progress
- Build positive relations with parents/carers to encourage family involvement in their child's attendance
- Identify, and where possible, mitigate potential barriers to attendance in partnership with families

HR and Personnel

- Collect, check, and process all staff attendance, absence, overtime, supply cover, and other payroll-relevant information
- Submit required staffing and attendance returns to the central payroll team within set deadlines
- Assist with pre-employment checks including DBS, references, right-to-work documentation, and onboarding paperwork and manage staff contracts
- Maintain records on the Single Central Record
- Assist in the administration of HR and Personnel, and additional work requirements, in a timely manner ensuring deadlines are met
- Update staff files, HR systems, and personnel databases promptly and accurately.

Recruitment and induction

- Co-ordinate the advertisement of vacancies, to both internal and external candidates, including working with external partners to publicise available roles
- Develop job descriptions, person specifications, job advertisements and candidate information packs, liaising with hiring managers where appropriate
- Oversee the recruitment process, including communicating timeframes to all involved and sending out the necessary information at each stage
- Preparing material for interviews, including collating interview questions and developing tasks
- Ensure safer recruitment procedures are followed

Security

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

Equal Opportunities

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

Safeguarding and Health & Safety

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Ensure that all safeguarding policies and practices with the school and the Trust are adhered to at all times
- Read and follow the relevant school policies
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- 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

Undertake any other duties commensurate with the level of responsibility of the post, as directed by the Headteacher/ Operations Manager.

Signed _____

Date _____