



JOB DESCRIPTION

Job Title:	Office Assistant	Department:	School Office
Hours of Work:	Term Time only - 21 hours per week ideally Monday, Wednesday and Friday		
Responsible To:	School Office Manager	Responsible For:	N/A

Summary of Role:

To manage and co-ordinate our Reprographics function, which includes photocopying, printing, laminating, binding and helping with displays around the school.

To manage and distribute incoming and outgoing Royal Mail post.

To support the School Office team with secretarial and administration tasks, as well as covering reception as and when required.

Specific Responsibilities:

1. To sort the Royal Mail delivery and distribute to staff pigeon holes, or deliver to support departments based in the main house.
2. To stamp or frank outgoing post and bundle ready for Royal Mail collection.
3. To process recorded and special deliveries required.
4. To provide an excellent, responsive reprographics service, producing bulk copying in a range of document types and formats to a high standard.
5. Correspond with staff on completion of reprographics and deliver to relevant offices.
6. Operation of reprographics machinery and finishing equipment eg. Heat binding machine, comb binder, laminating machine and guillotine.
7. Informing IT Support when machines require ink, toners, and chemicals.
8. To undertake and ensure that all administrative duties including photocopying, filing and emails are completed to the required level of accuracy and within deadlines.
9. To be mindful and ensure data protection and sharing guidelines / practices are adhered to.
10. To answer any incoming emails, dealing with requests and enquiries, forwarding, and taking messages as required.
11. To ensure confidentiality is always maintained.
12. To provide cover for other team colleagues within the School reception and provide assistance as required.
13. To provide support with archiving, secure shredding and filing as required.
14. To be flexible and support the School's needs and to undertake any other reasonable duties that may be assigned from time to time which reasonably falls into the scope of the job taking into account the post holders grade, skills and qualifications.
15. To attend relevant meetings and training sessions, as required.
16. This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • Experience of working as an administrator or assistant. • Strong attention to detail. • Fluent and accurate written and spoken English. • Excellent organisational skills. • Team player. • Good verbal and written communication skills. • Ability to confidently use ICT, office equipment and other resources effectively. 	<ul style="list-style-type: none"> • Experience of working in the education sector
Personal Behaviours	
<ul style="list-style-type: none"> • An outgoing, confident, affable and positive personality. • A strong team player • Self-motivated, enthusiastic, and committed to supporting the School. • Initiative and ability to work well under pressure. • Possess a proactive and 'can do' attitude • Desire to improve and learn new skills. 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Committed to operating as part of the School community. • Committed to the Sacred Heart Values. • Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	