**JOB DESCRIPTION**

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| **Job Title:** | Office Assistant | **Department:** | School Office |
| **Hours of Work:** | Monday to Friday 09:00 – 14:30 – Fixed Term Temporary Contract – Term Time only |
| **Responsible To:** | School Office Manager | **Responsible For:** | N/A |

**Summary of Role:**

To manage the Post Room in terms of both incoming and outgoing main and courier deliveries and the school wide distribution of mail.

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

To cover the School reception desk for colleagues when required over breaktimes.

To play an effective and professional role within the School Office team, providing reception support and cover as required for colleagues.

**Specific Responsibilities:**

1. To be present in the Post Room to receive post and courier deliveries throughout the day.
2. To organise the distribution of deliveries promptly and accurately, in conjunction with the Caretaking team on site.
3. To co-ordinate outgoing post, including franking, recorded and special / international deliveries and courier parcels.
4. To liaise with the Finance department regarding any re-charges that may be required
5. To accurately log and keep secure deliveries from Exam boards, advising the Examinations officer on arrival.
6. Advise Boarding Housemistress when post is available for Year groups.
7. To provide an excellent, responsive reprographics service, producing bulk copying in a range of document types and formats to a high standard.
8. Correspond with staff on completion of reprographics and deliver to relevant offices.
9. Operation of reprographics machinery and finishing equipment eg. Heat binding machine, comb binder, laminating machine and guillotine.
10. Informing IT Support when machines require ink, toners, and chemicals.
11. To undertake and ensure that all administrative duties including photocopying, filing and emails are completed to the required level of accuracy and within deadlines.
12. To be mindful and ensure data protection and sharing guidelines / practices are adhered to.
13. To answer incoming queries, emails, and reception telephone calls, dealing with requests and enquiries, forwarding, and taking messages as required.
14. To ensure confidentiality is always maintained.
15. To provide cover for other team colleagues within the School reception and provide assistance as required.
16. To provide support with archiving, secure shredding and filing as required.
17. 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.
18. To attend relevant meetings and training sessions, as required.
19. 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**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Studied to a minimum standard of GCSE (grade A\*–C) or equivalent, in English and maths.
* environment/reception area.
* Fluent and accurate written and spoken English.
* Excellent ICT Skills.
* Ability to build and form good relationships with pupils and colleagues.
* Ability to work constructively as part of a team, understanding own and school roles and responsibilities.
* Excellent verbal and written communication skills
* Ability to confidently use ICT, office equipment and other resources effectively.
* Ability to absorb and understand a wide range of information.
 | * Experience of working in the education sector
* Further or higher level of education and/or qualifications relevant to the role
* Previous administration experience
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| **Personal Behaviours** |  |
| * Well-presented
* Self-motivated, enthusiastic, and committed to supporting the School.
* Initiative and ability to work when under pressure.
* Able to prioritise and work accurately and respond flexibly to unplanned situations.
* Efficient and meticulous in organisational skills
* Possess a proactive and ‘can do’ attitude
* Desire to enhance and develop skills and knowledge through CPD.
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| **Ethos and Whole School Values** |  |
| * 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.
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| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people.
* A satisfactory Enhanced Disclosure from the DBS.
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