



## KANTOR KING SOLOMON HIGH SCHOOL JOB DESCRIPTION - Office Assistant

Scale Point: LBR2  
Hours of work: 36 hours per week, 44.26 weeks of the year

**Responsible to:** Office Manager

**Purpose of Job:**

- Working under the direction of the Office Supervisor to ensure strong support for the Office Admin team.

**Responsible For:** N/A

**Major Duties and Responsibilities:**

- Undertake reception duties, answering routine telephone enquiries and signing in visitors and welcoming them to the school.
- Attend to the student reception, assisting students with routine requests.
- Photocopying, binding and scanning
- Confidential filing of student records
- Post room duties, including franking out-going mail and sorting in-coming mail
- Undertake typing, word-processing and other IT based tasks
- Assisting the Admin team with the organisation of events such as Parents' Evenings and Open Days
- Assisting with archiving documents on an annual basis

**Additional Requirements**

- Work as part of the administration team dealing with general enquiries that come through the office
- To work within the framework of the school ethos, adhering to the Code of Conduct at all times.
- To maintain high standards of professional behaviour and presentation.
- To undertake any other duties commensurate with this grade which may be required.
- To participate in necessary training and staff development.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

**Equality and Diversity**

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Redbridge. All employees are expected to understand and promote equality and diversity in the course of their work

**Safeguarding Children**

This school is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Senior Leadership Team.

Name:	Signature:
Date:	

This Job Description will be reviewed annually.



## KANTOR KING SOLOMON HIGH SCHOOL PERSON SPECIFICATION - Office Assistant

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good numeracy/literacy skills and a GCSE (or equivalent) in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>GCSE English &amp; Maths Grade C or above</li> </ul>
<b>Professional Experience, Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>Effective use of ICT packages</li> <li>Work constructively as part of a team, understanding school roles &amp; responsibilities and your own position within these</li> <li>Ability to identify own training &amp; development needs &amp; cooperate with means to address these</li> <li>Able to deal with confidential information appropriately and use discretion as required</li> <li>Able to carry out set duties</li> </ul>	<ul style="list-style-type: none"> <li>Use of relevant equipment/resources</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>Ability to prioritise an ever-changing 'To-Do' list</li> <li>Excellent communication skills</li> <li>Able to use your own initiative to deal with situations as they arise, acting in line with school policies and procedures</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Energy, enthusiasm and a sense of humour</li> <li>A friendly, co-operative approach to parents, pupils, staff and other contacts</li> <li>Willing to integrate into a team effectively</li> <li>Receptive to new ideas and change.</li> <li>A willingness to attend appropriate relevant training to the post</li> <li>Good attendance, punctuality and time management</li> <li>Willing to work flexibly in terms of job roles and responsibilities</li> <li>Self-motivated and flexible</li> <li>Committed to the ethos of the school</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>A commitment to the responsibility to safeguard and promote the welfare of all students.</li> </ul>	

