

Sacred Heart R.C. Primary School

WESTHOUGHTON

JOB DESCRIPTION APPRENTICE OFFICE ASSISTANT

Sacred Heart R.C. Primary School is a Roman Catholic Primary School and as such the school's staff are expected to uphold the school's Mission Statement and fully support the Catholic ethos of the school.

Employees of Sacred Heart R. C. Primary School are required to sign a Catholic Education Service Contract of Employment between the Governing Body of the School and the employee.

Job Title

OFFICE APPRENTICE

Grade

INTERMEDIATE LEVEL APPRENTICE

Primary Purpose of the Job

To provide administrative/organisational support for staff and the school under the direction/instruction of teaching and or senior staff.

Responsible to

The Headteacher and the Governing Body

Principal Responsibilities

MAIN DUTIES

Organisation

Undertake reception duties, including answering the telephone and face to face enquiries and signing in visitors.

Assist with pupil first aid/welfare duties, looking after sick pupils, communicating with parents / staff etc.

Assisting with arrangements for visits by school nurse, photographer etc.

Administration

Provide routine clerical support e.g. photocopying, filing, faxing, e mail and the completion of routine forms

Maintain manual and computerised records/management information systems as appropriate

Undertake typing, word-processing and other IT based tasks

Undertake routine administration e.g. distribution and collection of registers and the administration surrounding school meals etc.

Resources

Operate office equipment e.g. photocopier, computer, fax machine

Arrange orderly and secure storage of supplies

Undertake routine financial administration, e.g. collect and record dinner money

Responsibilities

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

Attend and participate in relevant meetings as required

Customer Care - To provide quality services that are what our customers want and need. To give customers the opportunity to comment or complain if they need to. To work with customers and do what needs to be done to meet their needs. To inform your manager about what customers say in relation to the services delivered.

Develop oneself and others - To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others

Valuing Diversity - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.