



Highams Park School

An independent state funded Academy

Principal - Mr N Armsby BA, (Hons), PGCE, MA, NPQH

34 Handsworth Avenue
Highams Park
London E4 9PJ

Phone: 020 8527 4051

Fax: 020 8503 3349

enquiries@highamparkschool.co.uk

www.highamparkschool.co.uk

Post Title:	GENERAL SCHOOL ASSISTANT
Salary / Grade:	Grade 2 (Pts 3-4)
Responsible to:	Office Manager
Hours:	36 Hours Per Week
Weeks:	Term Time Only

General Overview

To provide administrative and student information input support for the school. General support for curriculum and administrative departments under the direction of the Office Manager.

To support the Admin Hub, Lettings, Resources and Attendance Offices and cover Reception

Job Description

- General School Support when directed by the Office Manager.
- To work in the Resources area, support the Admin Hub Team and Reception Area.
- To work in the Attendance area, to be student & parent facing, execute tasks assigned by the Attendance Lead, including but not limited to, taking and delivering messages, managing lists, liaising with parents of students that are not in school and checking and amending school registers.
- Part of the main School Reception telephone hunt group.
- General admin under the direction of Office Manager, including photocopying and scanning.
- General support updating of the student information held in the school's MIS information system.
- Mail merges for letters / certificates.
- To support Filing of student records and archiving.
- Collecting students / delivering messages.
- To support in Welfare and with First Aid as required.
- Carry out lettings administration, including processing bookings, liaising with hirers, maintaining records, and supporting the smooth operation of school facility lettings.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Supporting the ethos, aims and core values of the school.

The Job Description is not necessarily a comprehensive definition of the post. The person in the post may also have to carry out other duties as may be necessary from time to time within the context of the job, skills and grade.

The Job Description will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.



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Person Specification

Essential

- Working experience of MS Office
- Working experience of excel
- Attention to detail
- Previous administrative experience
- Ability to work as part of a team / and alone

Desirable

- Basic first aid or willingness to undertake training
- Working experience of Arbor