

Clewer Green CE Aided First School

Hatch Lane, Windsor. SL4 3RL Tel: 01753 864544 Email: clewergreen@rbwm.org.uk
Headteacher: Mr M Tinsley



'Inspiring Children'

"If the teacher believes in me I know I can do it" – Mia Year 4

Our vision: Every Child has been blessed by God with unique potential. Our vision for Clewer Green is to inspire and nurture children in a safe, happy and caring Christian community, where everyone is valued and enjoys learning.

OFFICE ASSISTANT – JOB DESCRIPTION

Responsibilities

To support the office with a range of administrative and basic finance duties:

- Provide a telephonist/receptionist service, taking messages or referring callers/visitors to the correct person.
- Process the schools incoming and outgoing post ensuring that post is distributed/dispatched in good time.
- Undertake photocopying for the school office/senior management.
- Obtain quotations from vendors, place and process orders and enter invoices in line with established financial procedures on the school's finance system (FMS).
- Type a variety of correspondence ensuring that documents are produced to the required standard and time scales.
- Carry out a range of other office duties as required.
- Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.

OFFICE ASSISTANT - PERSON SPECIFICATION

We are looking for:

Professional knowledge, skills and understanding

- A team player, committed to working to support the school to provide the best education we can for our children.
- The ability to plan, organise and manage your time given conflicting priorities.
- The ability to use ICT confidently (basic word and excel skills). Knowledge of finance systems desirable but not essential.
- The ability to develop positive relationships with pupils, colleagues, parents and governors and to work well as part of a team under pressure.
- Ability to deal with confidential information discretely.
- A sympathy for the ethos of a Church of England School.

Personal Qualities

- Warmth and sensitivity
- Flexibility and open mindedness
- A sense of humour
- Enthusiasm