



JOB DESCRIPTION

JOB TITLE	School Office Assistant
DEPARTMENT/SECTION	Non-Teaching
LINE MANAGER	School Office Manager
SAFEGUARDING: <i>Forest School is committed to safeguarding and promoting the welfare of children.</i> The postholder will be required to; <ul style="list-style-type: none">• Complete an Enhanced Disclosure and Barring Check (DBS).• Complete Child Protection Training.• Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.	
JOB SUMMARY: The Senior School Office is a central and integral part of Forest School, dealing with all administrative matters for pupils in Years 7 to 11, as well as providing support to the Heads of Lower School (Years 7 and 8) and Middle School (Years 9, 10 and 11). The School Office is staffed by the School Office Manager, two Office Administrators and an Office Assistant. The School Office is an extremely busy environment, being the focal point of contact for parents and pupils, and provides effective communication and administration on all school- related matters. Forest School wishes to appoint a School Office Administrator, to support the work of the Senior School Office. The successful candidate will be personable and flexible in their approach, enjoy problem solving, and have an interest in, and willingness to be part of, the life of a busy independent day school. This is an excellent opportunity for someone with initiative, who welcomes a challenge and thrives under pressure.	
KEY DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">▪ Assist with the administration of School registers and liaison with staff over pupil absences and other pupil related matters▪ Production and distribution of email/postal mailings to parents▪ Handling a wide range of mail, email correspondence and telephone enquiries▪ Maintenance of pupil files electronically▪ Administration and update of the school database for pupils▪ Other reasonable duties and required by the School Office Manager or Head of Sections▪ Assistance with the organisation of all Parents' Evenings and Information Evenings involving pupils in Yr7-11	

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Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

- Communication via the Parent Portal
- Assistance with the administrator of appropriate Calendar entries
- Assistance with the medical administration and liaising with the Matron

TERMS OF EMPLOYMENT:

Term time: 08:00 - 17:00, Monday- Friday with one hour for lunch which is unpaid.

The School is fully operational between the hours of 8.00 am and 6.00 pm during term time. Some flexibility in approach to hours will be required as there are a number of evening and weekend ~~fruits~~ for which the School Office Manager and/or Heads of Section will require support.

School holidays: 20 hours per week by arrangement with the School Office Manager with the exception of required attendance for specific events.

Required attendance: In addition, and as part of you contracted hours, you will be required to attend Open Day, Welcome Mornings, Entrance Examinations and Commemoration Day (all Saturdays) as well as some evening events. School office staff will also be required to be in attendance on the day before, and the day of, both the A Level results and the GCSE results as well as the last week of the summer holidays. Please note that time off in lieu and additional payment will not be made for these days.

Holiday: 30 days to be taken during school holidays.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Line Manager.