



# Gildredge House

## **JOB TITLE: Office Assistant**

### **Year 6**

**JOB PURPOSE:** To assist Office staff in supporting the Primary phase

**LINE MANAGEMENT:** Mrs Askew, Ms Butt and Mrs Geldard

#### **SCHOOL ETHOS**

At Gildredge House, we expect students to meet:

- academic challenges,
- discover their passions,
- develop confidence,
- contribute positively to society,
- be resilient and;
- become independent thinkers prepared for successful and fulfilling lives.

#### **PASTORAL CARE**

- To develop positive relationships with children and staff.
- To understand and support key school policies and alert Mrs Geldard, Mrs Askew or Ms Butt to any issues that you become aware of.
- To use school equipment responsibly and appropriately.

#### **KEY SKILLS AND PERSONAL QUALITIES**

- Ability to work well as part of a team.
- Good organisation skills.
- Confident communicator.
- Excellent behaviour, attitude and attendance.
- Reliable and responsible role models
- Polite, helpful and punctual.

#### **SPECIFIC DUTIES**

The Office Assistants will be required to work at break and lunchtimes under the direction of Mrs Askew and Ms Butt (in the Primary Office). Days will be negotiated on a daily basis and when the need arises. The work will mainly involve delivering messages, newsletters, answering the telephone and welcoming visitors to our school. Training will be provided.