

THE ROLE

The School Office Assistant supports the day-to-day running of the Senior School by providing administration, information management, and reprographic support. The role calls for someone who is highly organised and technically proficient in using IT systems and platforms and experienced in advanced photocopying. They must be helpful with a can-do attitude and the ability to manage multiple tasks and prioritise effectively. As the role is integral to external written communications with parents and others, high standards of literacy are required. The individual must be meticulous with a sharp eye for detail with the ability to spot and resolve errors/issues. They must ensure the school's brand guidelines are observed consistently. They are also required to assist the Head's PA/Office Manager as needed.

This is a permanent position. The hours are 8.30 am to 3.30 pm Monday to Friday with 1 hour unpaid for lunch totalling 30 hours per week for 39 weeks per year (term time + 20 days). *This must include all school term days and extra days after the end of term and prior to the beginning of each term (to be agreed with Head's PA/Office Manager).*

The start date for this position is September 2025.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.

KEY RESPONSIBILITIES

Administration:

- Managing and sending weekly SchoolPost mailing for Senior and Prep (as the School's main lead on the system)
- House styling/proofing letters to parents for SchoolPost/Parent Portal (checking tone and voice with Communications Officer)
- Creating SchoolPost eSign Up forms for events, trips etc when required and subsequently monitoring sign-ups
- Creating Microsoft/Google Forms as and when required
- Typing as required (including producing/proofing/printing Order of Service for Carol Service / Founders' Day etc)
- Ad hoc administrative support including producing address labels, laminating, binding etc
- As a back-up, answering telephone calls, dealing with queries and forwarding to relevant departments or taking brief messages
- As a back-up, covering Reception if the Receptionist is absent (maintaining visitor safeguarding procedures)
- Being ready at all times to support Emergency Evacuation Procedures to enable a swift pupil roll call at Maple School

Information management:

- Assisting with data inputting to iSAMS so pupil information is kept up to date for joiners, existing and former pupils including:
 - Inputting details for new joiners received from Admissions Forms
 - Updating addresses and phone numbers from requests submitted via the School Portal
 - Ensuring every pupil has an emergency SOS contact
 - Importing student photos to iSAMS
 - Adding links to "My Name Matters" phonetic recordings for each pupil to iSAMS records
 - Updating school leaver details to iSAMS
 - Printing and issuing ID cards for new staff joiners

Reprographics:

- Photocopying - various bulk requests: test/exam papers, booklets, newsletters, posters, etc
- Managing finishing processes: such as binding, laminating, and other post-print tasks
- Providing support to staff and students: assisting them with their printing needs and offering guidance on using equipment
- Managing copier equipment - black and white/colour copiers, troubleshooting issues and arranging service engineers
- Maintaining copier related supplies – ordering and maintaining sufficient levels of paper, toner and other consumables
- Ordering paper/card (white and coloured) for the Senior School being aware of costs/switching supplier if necessary/providing suppliers with school term dates re deliveries/ensuring invoices match purchase orders)

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head.

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS & EXPERIENCE

- Experience of working in a similar role would be an advantage
- A high level of literacy – GCSE English or equivalent
- Technical experience of using IT systems and platforms
- A high level of experience in advanced photocopying
- Prior experience of working in a customer facing role
- Understanding and knowledge of the Independent School sector desirable

SKILLS

- Excellent communication skills, both verbal and written.
- Highly organised and efficient
- Strong administrative skills and attention to detail
- Ability to multi-task in a calm manner during busy periods
- Strong IT skills
- A team player, willing to be flexible and adaptable

PERSONAL QUALITIES

- Warm, welcoming and professional behaving with discretion, integrity, honesty and always acting with due consideration of others within the STAHS community

PHILOSOPHY AND ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people
- A commitment to the ethos and strategic direction of the school
- Strong support for the School's mission and values
- Be a good role model

HEALTH AND SAFETY

- Support health and Safety training initiatives and to actively participate in this area