



### Office Monitor Role description

**Main Purpose of the Role:** To support the office staff

- To be an active and enthusiastic member of Broadfield Community Primary School
- To complete tasks set by the office staff to a high standard, e.g. deliver post/ messages, photocopy school letters,
- To use office equipment and resources carefully
- To act as a role model for other pupils in terms of behaviour, uniform and attitude to staff and the school
- To speak to everyone in a polite and respectful manner.
- To assist visitors to the school by being polite, friendly and courteous.
- To set a good example to other school monitors at all times

#### Person Specification

Suitable Candidates must be/have	Essential/Desirable
Responsible	E
Reliable	E
Organised	E
To work with others - teamwork	E
Able to follow instructions	E
To use resources and equipment carefully	E
A good listener and communicator	E
Willing to complete role during lunch time	E
A good communicator and listener with staff	E