

**Job Title:** Office Administrator

**Department:** Administration

**Responsible to:** Office Manager

**Responsible for:** N/A

**Contract Type:** Permanent

**Grade:**  LPT 4

**Job Purpose:**

To provide comprehensive office administration and reception services, supporting staff, students, and visitors to ensure the efficient operation of the school office.

**Key Responsibilities:**

**Administrative Duties:**

* Undertake a range of office duties to support teaching and senior staff, ensuring a well-organized and effective school office;
* Maintain and update manual and digital records, including confidential health lists;
* Perform general clerical duties, including photocopying, filing and correspondence management;
* Support data management processes, including maintaining attendance marks and generating reports in Bromcom or equivalent systems as necessary.

**Reception Duties:**

* Welcome and assist parents, students, staff, governors and visitors, ensuring a positive and professional image of the school;
* Handle front-of-house reception tasks, including managing the visitor sign-in/out process and issuing passes;
* Manage incoming communications, including phone calls, emails and deliveries, ensuring they are routed effectively;
* Organise and lead school tours for prospective parents and interviews as needed.

**Student Welfare:**

* Serve as the first point of contact for student welfare issues, providing first aid and managing student medication as required;
* Liaise with parents regarding student health and absence, ensuring accurate communication and records;
* Monitor and support students with ongoing health conditions.

**Office Maintenance:**

* Ensure that the reception and office areas are tidy, professional and functional;
* Manage supplies, including ordering first aid resources and office materials;
* Oversee the security of the office, including opening and closing procedures as necessary.

**Qualifications and Skills:**

**Essential:**

* Educated to GCSE Level or equivalent, with a minimum Grade C in Maths and English;
* Proficiency in Microsoft Office Suite (Excel, Word) and evidence of ICT skills;
* Strong communication and interpersonal skills, with the ability to maintain confidentiality and professionalism;
* Tactful, diplomatic, and empathetic in dealings with students, parents, and colleagues.

**Desirable:**

* Experience in a school or education environment;
* Familiarity with Bromcom or an equivalent school management information system;
* Demonstrated ability to manage tasks under pressure and meet deadlines.

All staff are expected to:

* *Positively support equality of opportunity and equity of treatment to colleagues and students;*
* *To undertake duties as specified by the Headteacher not mentioned in the above;*
* *Help maintain a safe working environment;*
* *Present themselves in a smart and professional manner befitting of their profession;*
* *To comply with any reasonable request from the senior leadership team;*
* *This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background wills not necessary debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.*