



## **OFFICE ADMINISTRATOR JOB DESCRIPTION**

**This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**

*The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Governors reserves the right to review and amend the job families on a regular basis.*

### **JOB PURPOSE**

- To undertake a range of clerical and administrative duties in support of the core purpose of the school
- To ensure the effective operation of the school office, under immediate direction of the Headteacher
- To act as 'front of house' for the school ensuring a professional, courteous and positive response to any communications with the school community and wider contacts

### **ACCOUNTABLE TO**

Headteacher

### **KEY ACCOUNTABILITIES**

#### **Administration**

- Coordinate and monitor the day to day work of the school office, on a long term and short term basis
- Responsible for providing reception and telephone services, ensuring that queries are dealt with promptly
- Ensure all telephone calls/messages are correctly routed/passed to an appropriate member of staff, ensuring quick and effective communication
- Liaise with catering staff to ensure smooth running of lunchtime meal arrangements
- Maintain appropriate records which support the work of the school including organisation and security of office filing systems (hard and soft copies)
- Carry out day to day maintenance of Bromcom pupil database, including data returns, attendance records, transfer of starter and leaver records and providing reports as requested
- Process orders of supplies in liaison with the Finance Manager and/or Headteacher
- Assist with leave of absence requests for pupils.
- In liaison with the Headteacher, distribute attendance template letters
- Support the organisation of school trips and events
- Arrange photographer visits and distribution of packs.
- Receive, sort and distribute all packages, deliveries and mail

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- Maintain the school and lettings diaries
- Liaise with Finance Manager/Headteacher to undertake the School Pupil Census.
- Maintain records for official retention purposes
- Liaise with PTA and extra-curricular club providers as required
- Liaise with the online school uniform ordering and selling system
- Prepare and distribute the school brochure/prospectus, publicity documents etc.
- Liaise with new staff starters and process paperwork including DBS checks
- Liaise with the Headteacher to process admissions for reception nursery and in-year

## **Finance**

- Recording of cash which comes into the office, assisting with receipting and counting
- Liaise with the Finance Manager to ensure Nursery invoices are raised and Early Years Funding is applied for.

## **Photocopying**

- Keeping photocopier in working order, ordering of toner supplies, engineer visits and recording meter reads.
- Supporting staff as required with copying

## **Receptionist**

- Provide a warm welcome to parents, children, staff, governors and all visitors to the school and promote a positive and professional image of the school
- Ensure the school's security procedures for visitors and contractors are properly followed
- Ensure that parents sign in and out pupils who arrive after the registers close and those who are collected before the end of the school day.
- Arrange tours of the school for prospective parents
- Contribute to the positive office team atmosphere by being willing to help each other.
- General housekeeping of reception, including keeping the area tidy.

## **Pupil Welfare**

- As First Aider, dealing with injuries of children, staff and visitors; and looking after children when they are unwell in a sympathetic, supportive and caring manner.
- Liaise with school health officials and support arrangements for health checks in school.
- Maintaining the accident records, general care of children, supervising medicines in line with school policy and ensuring records are kept of all medicines taken/accidents occurred and follow up as required with the Headteacher.
- Creating individual healthcare plans with parents of children with medical needs.
- Informing parents/carers of illness/accidents.
- Ordering first aid supplies when and where appropriate.
- Maintain a stock of spare uniform and help with changing clothes following personal accidents.

Undertake any other appropriate tasks as directed by school leadership and undertake training and development as appropriate to post.

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## OFFICE ADMINISTRATOR PERSONAL SPECIFICATION

Factors	Essential	Desirable	Assessment Method
<b>Qualifications</b>	Evidence of good spoken and written English including grammar, punctuation and spelling, and a good standard of numeracy.	Current First Aid Certificate	Certificates at interview
<b>Training</b>	Evidence of Continuing Professional Development		Application form.
<b>Experience</b>	<p>Previous administrative experience.</p> <p>Experience of managing multiple priorities.</p>	<p>A working knowledge of school processes, including ParentMail, Tucasi, SIMs, Bromcom etc.</p> <p>Managing change.</p> <p>Experience of working in a school.</p>	Application form.
<b>Knowledge and Skills</b>	<p>Able to work harmoniously and cooperatively with school colleagues, children, parents, Governors, the trust, the Local Authority and members of the local community.</p> <p>An understanding of the needs of children and the principles of safeguarding.</p> <p>Able to deliver services and systems applicable for effective school management.</p> <p>Strong organisational, financial, interpersonal and communication skills.</p> <p>Good IT skills, with the ability to use systems and spreadsheets effectively.</p> <p>Able to plan and prioritise tasks within specific deadlines.</p> <p>The ability to use own initiative to identify issues, problem solve and implement solutions.</p> <p>The ability to maintain confidentiality.</p>	Understanding of promoting positive relationships with the wider community.	Application form and interview

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<b>Attributes</b>	Dealing with parents/members of the public.  Conflict resolution.  Interest in involvement in the wider life of the School.	Personal impact and presence.  Energy, dynamism and perseverance.  Self-confidence and enthusiasm. Intellectual ability, reliability and integrity.  Commitment	Application form and interview
<b>Personal Qualities</b>	Be a lifelong learner.  Be open to new training ideas and initiatives.  Be well organised and able to deal with paperwork efficiently.  Have a sense of fun and a cheerful disposition.		Application form and interview .

*Candidates are asked to demonstrate their ability to meet these selection criteria in their application form, their supporting document and at the selection interview and any other supporting exercises they may be asked to complete.*

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