



OFFICE ADMINISTRATOR JOB DESCRIPTION

Reporting to: Head Teacher
Pay Grade: H4
Location: Camps Hill Primary School
Contract: 38 weeks (Term time only) with 1 overtime INSET day expected

Job Title: Office Administrator

All Office Administrators will display excellent communication skills (both written and verbal) at all times and will have the ability to work under pressure and prioritise effectively. All Office Administrators will have a primary function of reception and telephone-based duties but in addition have a secondary focus for example Attendance, Finance, or Communication/Events.

Leadership and Management:

- Support, model and demonstrate the school's visions and values of respect, kindness and aspiration.
- Create a positive and calm working environment
- Oversee office workflows to prioritise tasks when required to ensure deadlines are achieved

Administration/Organisation:

- Manage manual and computerised record/ Management information systems (MIS)
- Analyse and evaluate data/information and produce reports/information as required
- Contribute to maintaining school diary/dates and deadlines information
- Create the schools weekly Newsletter
- Manage pupil information: in-year admissions, medical plans etc.
- Manage orders/post coming through the office
- Manage the school admin mailbox
- Manage the schools marketing and promotion strategy via social media on a regular basis
- Set up equipment for school events and take promotional pictures and recordings
- Communicate with parents/carers and external agencies in formats such as letters, email, protected files.
- Set up booking of clubs/activities, dinners, trips, and payments via parent Arbor/School Grid interfaces.
- Maintain School Website and calendar dates for school community
- Assist in the organisation and booking of school trips and whole school events
- Ensure the office, reception area and meeting rooms are kept tidy, organised and in good order at all times
- Undertake face-to-face school office reception duties for parents, visitors, and pupils
- Handle telephone-based and face-to-face enquiries
- Pupil parent debt chasing / handling cash as per financial framework
- Manage pupil attendance and registers
- Arrange school trips, parental consents, clubs, and visits for example by school nurse, photographer
- Provide administrative support e.g. photocopying, filing, labels, emailing, completion of routine forms. This could be directly supporting the Senior Leadership Team or teaching staff.
- Provide pupil First Aid and medication
- Open, sort and distribute incoming mail and post outgoing mail

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. A three-month probationary period will be implemented.

PERSON SPECIFICATION



Spec	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Strong written English skills • Excellent verbal communication skills • Experience of administrative tasks • Experience managing difficult conversations • Analysing and evaluating data • Experience using IT skills including Word, Excel, Office 365 	<ul style="list-style-type: none"> • First aid qualification • Office experience within a school environment • Level 1 Safeguarding • Team Management experience • Experience of Arbor/ CPOMs/School Grid • Experience website editing
Professional Values	<ul style="list-style-type: none"> • Committed to the school's ethos and values • Establish and maintain good professional relationships • Share best practice across schools and work with colleagues across settings • Believe that all children have the entitlement to the best education and work hard to achieve this alongside the team • Promote a positive working environment 	
Knowledge and understanding	<ul style="list-style-type: none"> • Understanding statutory requirements relating to Child Protection and safeguarding • GDPR/Data Protection awareness 	<ul style="list-style-type: none"> • Knowledge of academy school admissions • Knowledge of school attendance processes • Awareness of school budgets and impacts
Skills	<ul style="list-style-type: none"> • Ability to deal with regular interruptions • Develop positive and appropriate relationships with parents, staff and governors • Promote a positive working environment • Ability to prioritise work according to deadlines with minimal supervision 	
Personal characteristics	<ul style="list-style-type: none"> • Smiley and kind • Punctual/Reliable • Approachable and empathetic • Organised and resourceful • Adaptable/Flexible • Commitment to making every minute count for pupils • Able to problem solve • Solution focused • Calm 	

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