



JOB DESCRIPTION

Administrative Officer
Grade: H3

Overview

The main purpose of the role is to provide administrative support to the school under the direction or instruction of senior leaders. The school has a team of administrative staff who provide the full range of reception and administrative functions to ensure the smooth running of the school. The role involves communicating with school leaders, staff, parents/carers, pupils and outside agencies.

Key responsibilities

- Monitoring attendance, completing attendance registers, contacting children's parents/carers for absent children,
- Administering the school meal system
- Update manual and computerised records/management information systems
- Assist with organisation, diaring and publicising of events and school activities
- Organising, costing and administering school trips and visits, liaising with school staff and parents as appropriate
- SEN administrative support
- Inputting various data and administering some statutory returns
- Provide administrative support eg photocopying, filing, emailing, completion of routine forms
- Undertake reception duties; signing in visitors, dealing with enquiries by phone or face-to-face

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.

Knowledge, Skills & Abilities

- Requires knowledge of a range of administrative tasks and related school procedures and systems.
- Strong literacy and maths skills
- Ability to manage own daily workload and solve routine problems
- High self-motivation and tenacity to see jobs through to completion
- Good communication with other school staff, senior leadership team, pupils, parents/carers, suppliers, visitors.
- Good knowledge of IT systems including Word, Excel and emails, and ability to learn a variety of school IT systems.
- Ability to manage and prioritise a range of tasks