

Job Description: Office Administrator

Grade: H3.1 – H3.2, dependent on experience (£24,790 - £25,183 FTE)

Hours: 16 hours per week, term time only (Monday 8.30 – 12.30, Tuesday 8.30 – 11.30, Wednesday 8.30 – 11.00, Thursday 8.30 – 11.00, Friday 12.30 – 16.30)

Reports to: School Business Manager

Job Purpose:

To work as part of the office team, carrying out an administrative role critical to the efficient and effective functioning of the school office, supporting the learning and achievement of the whole school community, ensuring that the school is positively promoted to parents, visitors and the local and wider community.

Key Responsibilities:

- As the first point of contact for visitors and callers to the school, provide a timely and welcoming response at all times, dealing effectively with queries and requests, always ensuring that the ethos, values and policies of the school are promoted.
- Ensure that safeguarding requirements are considered when allowing access to the school, ensuring all visitors sign in and out, wear an appropriate identification badge and be accompanied in school unless the appropriate DBS status has been identified. ID Badges and DBS evidence to be requested for relevant visitors.
- Pupils to be effectively signed in/out during the school day where required.
- To efficiently ensure messages, queries, deliveries, children's belongings etc are received by the relevant staff member taking into account the urgency of the situation, whilst also not adversely impacting on teaching and learning.
- On a daily basis ensure that all incoming emails are actioned or sent on to the appropriate member of staff.
- Ensure that the school electronic diary is up to date and that the communal whiteboard is updated on a weekly basis with the forthcoming week's events.
- To ensure that the main entrance and office area are kept tidy, notices and parent forms are up to date in order to provide a clean and welcoming environment.
- On a daily and timely basis, complete the school attendance and school meal reports confirming meal numbers to the kitchen, following up on any unexplained absences, ensuring registers are complete for both morning and afternoon sessions.
- Monitor and follow up on any monies owed for school meals, wraparound and school trips.
- To regularly check and order supplies of copier paper, office stationary and consumables to ensure that supplies are always available.
- Provide effective administrative support as requested by the Headteacher, School Business Manager and other staff members, taking into account the daily priorities and demands of a busy school office.
- Update the school website if required, liaising with the Headteacher and/or other staff members to obtain the relevant information ensuring that all information, policies, forms etc are accurate, relevant, up to date and comply with statutory requirements.
- To distribute information as required through our online parent email and text communication system.
- Assist with the admissions process in liaison with HCC.
- Ensure that our MIS system is accurate and up to date for parents and pupils.

Skills and Personal Specification

- Experience of clerical and administrative work.
- Ability to prioritise according to role and organisational needs.
- Ability to maintain confidentiality and handle sensitive information.
- Strong verbal and written communication skills.
- Excellent interpersonal, organisational and communication skills.
- Friendly, professional demeanour and strong interpersonal skills.
- Ability to multitask and work in a busy environment.
- Ability to work as a team.
- Proficiency in Microsoft Office.

