

### TITLE OF JOB: Office Administrator

#### 1 PURPOSE OF YOUR JOB

To provide strong clerical, administrative, and reception support within the school office.

To support the Receptionist to ensure that the school reception area and its functions provide a welcoming and effective environment to meet the needs of all visitors to the school, including parents, carers, visiting professionals, delivery operatives and contractors.

**2. MAIN AREAS OF RESPONSIBILITY**

* Oversee general reception duties including telephone and face to face interactions, communicating with courtesy and clarity to all staff, students, parents, carers, visitors and outside agencies and the wider community
* To ensure effective daily pupil registration and reporting
* To ensure daily fire log is prepared
* Oversee and monitor lesson monitor marks.
* To support administration of school meals
* Undertake clerical, administrative and ICT duties, as required by the Office Manager.
* Provide clerical, administrative, and organisational services to the Finance Manager and the Office Manager
* Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages
* Organise arrangements for school visits and events
* Contribute to the planning and development of administrative procedures and systems.
* Provide administrative and PA support to the Deputy Headteachers as required.

**3. LINE MANAGEMENT/SALARY RANGES/JOB CONTEXT**

 As defined in current PA appendices

**4. PHYSICAL EFFORT**

Robust practices and policies are in place to meet the needs of our pupils, including their emotional and behavioural needs. However, all jobs at The Valley School may require physical effort including walking, running, lifting and occasional physical intervention, for which all staff are trained.

**5. WORKING ENVIRONMENT**

The postholder will work in the school’s reception/main school office area.

**6. ADDITIONAL INFORMATION**

The postholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school’s policies and procedures

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.