**Job description: Office Administrator – Brandles School**

Brighter Futures Educational Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Job details**

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| Grade and salary | H5.1 -5 |
| Hours/weeks | 37 |
| Contract type | Permanent |
| Reporting to | The headteacher |
| Responsible for | N/A |

**Main purpose**

* To be an ambassador for the school when meeting parents and other visitors and to act as first point of reference.
* To provide general administrative support to the school under the instruction of Senior Staff and to assist in the efficient running of the School Office.
* To contribute to the overall vision and ethos of the school ensuring the best standards possible for pupils and staff.
* To be aware of and support differences and to ensure equal opportunities for all.

**Reception**

* Providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner.
* To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e. signing in, issuing of identification badges and safeguarding information.
* Ensuring that all messages are deal with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly.
* Dealing with incoming and outgoing post.
* Providing information and support to other staff members as required.
* Providing hospitality for visitors.
* Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school’s data protection procedures.

**Support for the headteacher**

* To provide support for the Headteacher in the form of managing diary appointments and phone calls where necessary.
* Assist with record keeping, scanning, photocopying.
* Meet with the headteacher weekly to monitor student attendance.

**Administrative**

* Updating manual and computerised records/management information systems.
* Updating and distributing communications which may include but is not limited to the school’s website, social media, school noticeboards, newsletters and other communication with parents, colleagues and the community.
* Maintaining the school diary and records of staff absence.
* To attend, participate and take notes at meetings as required.
* General administrative duties such as photocopying, filing, emailing and completion of routine forms.
* Organise school taxis.
* Manage signing in and out of staff and pupils during the day.

**Other duties and responsibilities**

* To produce the termly pupil census and submit into the DfE in a timely manner
* To carry out office tasks such as processing mail and stationery orders, checking and processing deliveries, managing petty cash and school dinner money and consolidating credit card statements with receipts.
* Liaise between parents and teachers/LASAs regarding home school communications.
* To provide administrative support for the leadership teams as required
* Ensure exclusions are correctly recorded and letters are sent home.
* Undertake the administration of new admissions and leavers in the MIS.
* Ensure stationery stock is maintained at an adequate level ordering when necessary.
* Personnel records to be accurately maintained and kept up to date. Scan old paper files into behaviour watch.
* Update the MIS with information from data collection sheets and directly from the parents to ensure records are up to date.
* Manage student medication and administering of medication during the school day.

**Knowledge, Experience and Training**

* Full and up to date knowledge of office technology and software.
* Experience of working in an office environment or administrative role.
* Strong ICT skills including excel.
* Excellent communication skills including de-escalation skills.
* Excellent interpersonal skills.
* Very strong literacy and numeracy skills.
* Able to prioritise and work using own initiative.
* Able to relate well to a wide variety of people in different situations, such as pupils, parents, teachers, Headteachers and Governors and Trustees.
* To be proactive in own professional development and undertake any training required to fulfil the remit of the post.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential or desirable** |
| * Excellent literacy and numeracy – GCSE Maths and English or equivalent * Evidence of on-going professional development and training relevant to the role | **D**  **D** |

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| **Knowledge and skills** | **Essential or desirable** |
| * Highly IT literate and confident using Outlook, Excel, Word * Excellent numeracy skills, with the ability to understand basic financial information and processes * Ability to communicate effectively, both verbally and in writing, with school colleagues, external suppliers, Trustees * Excellent time management and organisational skills, with the ability to prioritise and work to deadlines * Able to use school data and finance systems * Switchboard/Reception or administrative experience | **E**  **E**  **E**  **E**  **E**  **E** |

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| **Experience** | **Essential or desirable** |
| * Working within an office environment which demonstrates the ability to support teaching staff and interact with pupils * Knowledge of Safeguarding in Schools | **E**  **E** |

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| **Personal skills** | **Essential or desirable** |
| * Ability to contribute well as an effective team member * Outstanding organisation ability, prioritising workload to meet deadlines monthly accounts and information requests * Calm, flexible, helpful attitude * Ability to work supportively with colleagues and external stakeholders (other schools within the Trust, suppliers) * Ability to work under own initiative and demonstrate commitment to improving own skills and performance | **E**  **E**  **E**  **E**  **D** |

Any other duties or reasonable instructions that are appropriate to the level of the post.