



School Office Administrator Fair Field Junior School

Main purpose

This role is the face of our school whether it is on the phone or greeting families, staff, children and visitors as they arrive in school. The role provides effective administration support to the school under the direction of Senior Staff. The role is for 1 day a week and will form part of a job share with our other School Office Administrator who will work the other 4 days.

Key Responsibilities

Administrative Activities

- To actively support the ethos of our school
- To act as the first point of contact in response to telephone and face-to-face enquiries, sign in visitors
- Administer communication with families under the direction of the Headteacher, School Business Manager or Office Manager
- General management of the school diary and assisting with arrangements for visits
- Co-ordinate all aspects of school trips and off site visits
- Open, sort and distribute incoming mail and post outgoing mail
- Provide administrative support e.g. photocopying, filing, emailing, completion of routine forms, inputting data, and school meals. This could be directly supporting the Headteacher, Executive Headteacher or School Business Manager
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary.
- Create daily register for After School Club
- Contact for sick pupils, liaise with parents/carers/staff
- Support with administering medicines and accident reporting
- Ensure attendance registers are completed, absence reasons updated and reports are produced including issuing fines for holiday absence.
- Organise supply cover when staff are absent
- Check incoming stock deliveries and arrange for distribution and secure storage
- Co-ordinate school tours,
- Co-ordinate new starters being added to all IT Platforms
- Book training courses for staff and maintain training records
- Maintain and update the school website

Resource Management

- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system)
- Provide advice and guidance to staff, pupils and others on administration systems and events that take place in school
- Assist with procurement and securing sponsorship/funding
- Manage financial administration procedures and maintain appropriate records to satisfy audits
- Assist with the organisation of premises repairs under the direction of the site manager
- Ensure the office and staff room are kept tidy, organised and in good order at all times, making sure there are sufficient resources available

Health and Safety

- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate



- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take part in school appraisal procedures

The school office administrator will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the School Business Manager & Headteacher.

Person specification

CRITERIA	QUALITIES
Qualifications and training	• GCSE's in English and Maths at C grade or above or equivalent
Experience	• Working in an office environment • Developing, managing and operating clerical/administrative/financial and organisational systems • Working with children or young people • Analysing and evaluating data
Skills and knowledge	• Excellent attention to detail • Excellent literacy and numeracy skills • Competent use of IT packages including word processing, spreadsheets, computerised accounting systems and school MIS systems and ability to learn new systems quickly • Ability to use relevant office equipment effectively • Ability to plan, organise and prioritise and manage small projects • Understanding of data protection and confidentiality • Understanding of safeguarding
Personal qualities	• Friendly and professional – resilient, positive and forward looking and enthusiastic about making a difference • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure, multi-task and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively

