

Job Description: Office Administrator, Weston Primary & Nursery School

Pay grade - H3 to H4 depending on experience, 29 hours per week term-time only

Hours - 29 hours per week

Reports to - Head Teacher

School Vision and Values

Learn, Achieve, Enjoy

At Weston (CofE) Primary and Nursery School we strive to provide an education of the highest quality:

- *welcoming all into our safe, friendly school*
- *nurturing each child to achieve their full potential and develop self-confidence*
- *preparing children for the rest of their lives*
- *promoting Christian and British Values*
- *working as a team with close links to the rest of the community*
- *with high expectations of everyone.*

Purpose of the role: To contribute to the achievement of the school's vision and values by providing administrative and organisational services to the school as well as providing a first point-of-contact for visitors and enquiries to the school office.

Responsibilities:

- Plan, develop, organise and monitor support systems and procedures for the administrative functions within the school
- Provide administrative services to the school
- Administer daily attendance registers, contact absent children's parents and ensure school meals are accurately recorded
- Manage and administer all pupil attendance records, including analysis of data in liaison with Headteacher, administration of attendance improvement measures and production of fire drill reports
- To administer pupil records, ensuring Arbor data is up-to-date and accurate
- Liaise with other staff, pupils, parents and carers and external agencies
- Produce and respond to correspondence, including email, Schoolcomms
- Welcome visitors to the school, ensuring the relevant safeguarding procedures are followed
- Undertake reception duties including response to telephone, email and personal enquiries
- Open, sort and distribute incoming mail and post outgoing mail
- Provide clerical and reprographic support to Friends of Weston School (FoWS)



Job Description: Office Administrator, Weston Primary & Nursery School

where reasonably requested

- Maintaining manual and computerised records and information, including individual pupil files with special attention to academic year end processes
- Administer the registration and removal new pupils in line with the admissions processes
- Be a designated first aider
- Assist with pupil welfare matters (including providing support for pupils with medical conditions and allergies)
- Develop, administer and monitor systems to support pupils with medical conditions
- Organise arrangements for school visits and events (including sport fixtures), including administration of relevant risk assessments
- Administration of school clubs
- Organise arrangements for visitors to school
- Administer staff training, ensuring essential training is up-to-date, booking attendance by staff at training, producing reports of training attended
- Write, proof-read, edit and produce school communications such as newsletters, orders of service, other documents for parents/carers
- Update school website (in collaboration with other staff)
- Administer appointments system for parent consultations and collate pupil reports
- Managing the school's communications with parents/carers to ensure system is as effective as possible
- Ensuring school has all appropriate policies in place and up-to-date and contribute to the development of administration policies
- Producing publicity materials for the school and liaising with external publications/media
- Operate bespoke School information systems, including Secure Data Transfer, Anycomms, S2S, etc
- Provide some IT support to staff (where contractor is not required), including setting up accounts
- Administer payments for school meals and arrangements for milk for pupils
- Manage and administer all school admissions, maintain up-to-date admissions register and administer procedures for pupils leaving the school in a timely manner
- Ordering supplies and equipment in a timely manner when approved requests are received from other staff
- Monitoring stock of stationery, ensuring stationery in stock is organised and easily accessible to staff
- Receiving deliveries and informing relevant staff member to ensure new supplies/equipment can be used promptly or stored appropriately
- Work collaboratively with School Business Manager to fulfil functions of the school office
- Other duties as reasonably requested

Job Description: Office Administrator, Weston Primary & Nursery School

Essential	Desirable
Good knowledge of ICT systems (word, power point, Excel, Arbor) NVQ level 2 (or equivalent) in English and Maths Digitally proficient Commitment to moving towards a paperless office Level 1 Safeguarding Understanding of the school's ethos and values	Knowledge of Arbor including reporting Managing Relationships Planning and Organising Communication (written and verbal, inc. high level of written English) Listening Detail Handling Team working and flexibility Monitoring Problem Solving Understanding the needs of children

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This job description will be reviewed annually as part of the performance management process.

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.