



## **Office Administrator**

**Grade: H5**

**Hours: 32.5 hours per week – Term Time Only Contract**

### **Main purpose**

To provide administrative and organisational services to the school under the management and guidance of senior staff.

### **Key responsibilities**

1. Provide administrative, financial and organisational services to the school.
2. Liaise with pupils, parents/carers, other staff and external agencies.
3. Prepare and return termly school census
4. Process forms, ctf files, etc including those to outside agencies – e.g
5. Monitor pupil attendance and prepare associated paperwork for Penalty notices, persistent absences etc
6. Record daily Staff absences and ensure that relevant forms are completed for Payroll purposes
7. Manage the School Fund account, in line with financial procedures, liaising with the BM as necessary.
8. Reconcile monthly One Card statements in line financial procedures procedure
9. Analyse and evaluate data and information and run reports.
10. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages.
11. Prepare monthly payroll entries for authorisation by Headteacher
12. Assist in personnel administration, such as DBS checks, SCR updating etc
13. Organise meetings and take notes as required
14. Maintain electronic Asset Management Plan
15. Update annual Fire Risk Assessment in conjunction with BM
16. Contribute to the planning and development of administrative procedures and systems.
17. Allocate work to administrative staff at lower levels on a regular basis.
18. Respond to reception and visitor enquiries.
19. Organise arrangements for school visits and events
20. Order, monitor and manage a limited range of stock
21. Assist with producing marketing and promotion material for the school.

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.

### **Job Context**

- The school has a team of administrative staff who provide the full range of reception and administrative functions.
- Works within clear guidelines but deals with unexpected problems. Involved in decision-making and planning of the administrative service but has access to a supervisor for more difficult issues.
- Follows daily and weekly routines with some monthly and annual tasks such as returns.
- Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues

## **Knowledge, Skills & Abilities**

- Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.
- Knowledge and skills equivalent to national qualifications level 3.
- Carries out a variety of tasks within set frameworks; requires creative skills for e.g., developing administrative procedures. Analytical skills for monitoring and analysis of information and data.
- Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues
- Most tasks require keyboard skills used with precision and speed.

## **Supervision**

- Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues.
- Makes decisions about own administrative work. Decision-making is short term; more complex decisions are referred to senior staff.
- Regular day-to-day allocation of work to others, requiring occasional supervisory responsibility.

## **Problems, Demands & Decisions**

- Assesses and resolves day to day problems, such as completing statutory returns, book-keeping or school publications issues.
- Dealing with difficult visitors/parents, resolving issues.
- Works within clear guidelines but deals with unexpected problems. Involved in decision-making and planning of the administrative service but has access to a supervisor for more difficult issues.
- Concentration for administrative tasks; work is regularly interrupted.
- Exposure to emotionally demanding situations is infrequent.
- Has contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.

## **Dimensions**

- May handle small amounts of cash; may select, order and store supplies within a limited range.
- No overall budget responsibility.
- Responsible for the maintenance and updating of records and systems; may select, order and store supplies within a limited range.

## **Physical Effort**

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

## **Working Environment**

- Work is normally carried out in an office environment.