**Hillmead School LOGO COLOUR**

**JOB DESCRIPTION**

**Administrative Officer**

**Grade: H3**

**Overview**

The main purpose of the role is to provide administrative support to the school under the direction or instruction of senior staff. The school has a team of administrative staff who provide the full range of reception and administrative functions to ensure the smooth running of the school. The role involves communicating with school leaders, staff, parents/carers, pupils and outside agencies.

**Key responsibilities**

* Undertake admissions processes including arranging tours, supporting transition tasks and onboarding new children
* Complete attendance registers, contacting children’s parents/carers for absent children
* Ordering supplies and receiving deliveries and monitoring stock
* Payment of invoices by cheque and online
* Inputting assessment data and administering some statutory returns
* Update manual and computerised records/management information systems
* Assist with organisation and diarying of events and school activities
* Provide administrative support eg photocopying, filing, emailing, completion of routine forms
* Undertake reception duties; signing in visitors, dealing with enquiries by phone or face-to-face

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.

**Knowledge, Skills & Abilities**

* Requires knowledge of a range of administrative tasks and related school procedures and systems.
* Strong literacy and maths skills
* Ability to manage own daily workload and solve routine problems
* High self-motivation and tenacity to see jobs through to completion
* Good communication with other school staff, senior leadership team, pupils, parents/carers, suppliers, visitors.
* Good knowledge of IT systems including Word, Excel and emails, and ability to learn a variety of school IT systems.
* Ability to manage and prioritise a range of tasks