



Job Description Office Administrator

Salary: KR5 (FTE £19,725, Pro Rata £14,901)

Working Hours: 32.5 hours per week (30 mins lunch break) 8.30am to 3.30pm Monday-Friday, term time only including inset days plus 2 additional days.

Reports to: Current Business Manager

General Duties

- Maintain the efficient running of the school office and effective administration service to the Executive Head and Head of School.
- Maintain the SIMs database.
- Maintain HR procedures.

Specific Responsibilities

- Provide a secretarial and administrative service to the Head of School and other staff
- Keep the single central register up to date at all times
- Ensure the correct and timely processing of both the School Census and School Workforce Census
- Administer DBS employment checks for new staff, governors and volunteers
- Maintain HR files, including all necessary security checks and issuing appropriate training courses to new members of staff.
- Maintain the School's Information Management System (SIMS) database of pupil and staff records.
- Ensure letters and other forms of communication are sent to parents with a minimum of one week's notice, in relation to school events.
- Keep school calendar up to date by liaising with Head of School.
- Book supply teachers as directed by the Head of School or Deputy Headteacher.
- Provide Head of School with weekly attendance data.
- Collate and update of pupil data sheets.
- Collate and update staff data sheets.
- Ensuring that school website is kept up to date.
- Organise parents evening including letters to parents and allocating places.
- Be fully aware of and follow all school policies and procedures to ensure compliance
- Such other duties as the Executive Headteacher or Governors may from time to time require.

Hours of work: Part-time – Monday-Friday 8.30am – 3.30pm