



Job Description for Office Administrator

School:	Kennington CE Academy	Location:	Kennington, Ashford
Job Title:	Office Administrator	Salary Range:	
Start Date:	3 rd January 2023	Hours of Work:	8.30am-2.45pm

Job Purpose:

- To provide administrative support e.g word processing, photocopying, filing, emailing, completion of routine forms, letters, administration relation to school meals etc
- To have excellent knowledge of all School Office procedures to carry out all administrative or clerical duties in a timely and efficient manner ensuring all deadlines are met within the school office in order to maintain the efficient running of the school
- Liaise with pupils, parent/carers, Parents and Friend Association and After School Club providers
- Update manual and computerised records/management information systems where appropriate
- Assist with arrangements for visits, for example by the School Nurse, photographer and other meetings as required, sending relevant documents to participants and taking accurate meeting notes as required
- Undertake photocopying and shredding as required, maintain supplies and report faulty machinery and equipment as necessary
- Respond to Reception, telephone and visitor enquiries

Main Duties and Responsibilities of Office Administrator

- To take messages, deal with enquiries, respond to pupil and parent enquiries, filter telephone calls
- To provide a secretarial and administrative service to the Leadership Team and other staff and carrying out general office duties in order to free the Leadership Team to concentrate on curricular and strategic issues
- To greet visitors, ensuring that they feel welcome and guided safely to the correct places
- To have responsibility for a variety of school polices, under the direction of the Leadership Team
- To take minutes when required
- To deal with parents when they are distressed or angry
- To phone home for children when they have a need- ie forgotten lunch etc
- To carry out administrative duties within the school involving typing, diary management and filing and dealing with telephone calls to guarantee an efficient and well-structured office system
- To maintain pupil records manually and electronically to ensure all pupil information is up-to-date and that sensitive information is secure and confidential

- To ensure all aspects of the Data Protection Act regarding pupils is complied with by all staff and are GDPR compliant at all times
- To provide relevant reports on a regular basis to support the school's self-review process
- To deal with pupil enquiries and make the Leadership Team aware. Liaise with other schools where necessary
- To use effective systems to communicate to children, staff and governors
- Support in the absence of other administration staff
- To maintain personal appraisal portfolio to demonstrate impact on the school
- To keep accurate, up to date records of all casework
- To embed Christian ethos of the school
- To do any such other duties as the Leadership Team may require from time to time in line with the role

An annual review of this job description and allocation of particular responsibilities will take place as part of the Appraisal process