

Job Description

Name	TBA
Post Held	Office Administrator
Pay Range	HBHS Scheme Pay Band 3
General Duties	<p>Support the clerical and administrative functions of the school including IT based tasks requiring knowledge of various ICT packages and operation of office equipment and the processing of incoming and outgoing mail.</p> <p>Acting as the one of the first points of contact for the school, investigating queries, assessing the nature of telephone calls, referring them to the appropriate person and receiving visitors in a courteous, prompt and efficient manner, to ensure that staff and members of the public who contact the school are dealt with efficiently and consistently.</p> <p>Managing internal support requests from all staff, responding in a timely manner to resolve any issues.</p> <p>Organisation of student receptionists and distribution of messages to staff and students.</p> <p>Ordering and maintenance of stationery and cupboard</p> <p>Free school meals administration</p> <p>Maintenance of exam registers</p> <p>Dealing with and incoming and outgoing post</p> <p>Upkeep of nearly new uniform provision</p> <p>Any other general office duties as required.</p>
Reporting to	PA to Principal/Director of Communications

This job description issued on 1st September 2023 may be amended at any time by agreement, but in any case will be reviewed annually according to Performance Management objectives.

This is a job description only and is not necessarily a comprehensive definition of the post.

Signed: