



### **Office Administrator job description**

2.5 days a week

### **Shared responsibility for:**

#### **Reception: - daily**

- First point of contact for parent enquiries face to face, by email, Bromcom messenger or by telephone.
- Distribute information to parents and classes
- First point of contact for FOSIS
- Receive money for charity days
- Resolve Fun Club queries ref. availability
- Arrange meetings and room bookings for external agencies
- Ensure all visitors sign-in and out in accordance with school procedure
- Manage incoming and outgoing mail

#### **Attendance - daily**

- Record telephoned absences in absence book and transfer to Bromcom after registers have closed
- 9:30-10am, review class registers to ensure that marks have been correctly entered and note absences – check against diary for any known absences.
- Call on first day of absence after 10am to establish why pupil is not in school. Call all contacts on list and email if contact cannot be established.
- Print Fire Drill report.
- Record any late arrivals or absences during the school day on the sign in/out clipboards.
- NB – ideally register marks should be checked in the pm but there is insufficient time to complete this before I leave work at 1:30pm. This is low risk as unless pupils have been sent home due to illness/appointments (which the teachers should be aware of), the attendance marks will be the same as those in the morning session.

#### **Lunches**

- Write up lunch registers before new academic year by class noting FSM and any allergies/dietary requirements – annual
- Take registers round to class each morning – good check in point with teachers ref. any queries for the day
- 9:30am – lunch registers delivered back to office. In-put data by class into spreadsheet to total how many FSM, standard meals and pack lunches are being had that day. Special dietary requirements noted on separate notepad.



- Call kitchen as soon after 9:30 as possible to confirm total number of hot lunches and any dietary requirements for that day. NB dietary requirements can change daily so check an eye on this and check in class if unsure.
- Produce a dated note to go in the kitchen stating: total number of hot meals, total broken down by class (noting named dietary requirements by class) and total number of packed lunches by key stage e.g. Year R and KS1.
- Pin note to cork board in kitchen, turn on dishwasher and warming draw
- Complete daily meals return slip for Whole School Meals detailing daily meal breakdown for FSM and UIFSM.

### **Pupil Reports**

- Ensuring year to date attendance report is printed off for each pupil.
- Ensure each pupil report is copied, filed and original distributed to parents within agreed timescale.
- Ensure that separated parents receive a separate copy of the report if requested.

### **HR/ Other admin**

- Request orders to be submitted to the Trust.
- Purchase Orders sent to the trust's finance team.
- Check deliveries of goods and arrange distribution.
- Scan post to the finance team at the Trust.
- Scan other documents to the Trust as directed by the HoS.
- Management of school diary
- Collections for staff
- Management of school diary.

### **Safeguarding**

- Complete DBS training.
- Help maintain Single Central Record.
- Admit new starters.

### **Sole responsibility for:**

#### **NHS**

- Health & weight, hearing and sight checks – info to parents and info to class teachers - annually
- Immunisation lists – info to parents and class lists to teachers - annually



- Student records to NHS – annually

#### **Milk:**

- Sort pupils into correct classes before September – annually
- Submit milk claim for under 5's - monthly
- Print weekly drinking lists for site manager.
- Ensure all FSM pupils that require milk are listed as School Pays.
- Add any new FSMs to drinking lists (speak with parents first) and remove leavers throughout the year.

#### **School Uniform**

- Liaise with uniform company as and when needed.

#### **Lunches**

- At the end of each week, scan and email the daily means return to Whole School Meals.
- Add new starters and cross out leavers to lunch registers as and when

#### **Photography**

- Class photos and special events
- Staff badges and updating noticeboard

#### **IT Support**

- Liaison between staff and BCTec

#### **Website**

- Updating events calendar
- Uploading new and revised content as necessary

#### **Staff cover** (teaching staff and MDS) – alongside the HoS

- Keep note of availability of supply staff.
- Arrange cover for staff when attending courses.
- Upload staff absence onto Bromcom/Access



- Generate reports on staff absence when requested by the HoS

#### **GRC/ work Nest management**

- Maintain oversight of GRC for risk management
- Analyse risks assigned
- Update risk assessments as required
- Arrange site maintenance visits
- Report near misses
- Follow up Health and Safety audits/ actions, alongside the Trust's Head of Estates and the Head of School

#### **Other admin/ HR**

- Complete the pupil Census
- Email any changes to contracts to the finance team within the trust (as advised by the Head of School)
- To maintain the PO folder and ensure collection of delivery notes – maintain our online system.
- Liaise with the Head of School in managing overtime/ cover.
- Creating invoices for FOSIS purchases.
- Liaise with finance around payments for our wraparound care.
- Produce signage as required for Site Manager.
- Postage
- Tea/Coffee/Biscuits fund
- Wonde FSM vouchers
- Asset register

#### **Wraparound Care (Fun Club)**

- Submit payment details to Fun Club lead.
- Liaise with parents regarding Fun Club payment enquiries.
- Liaising with parents regarding management of repayment plans.

#### **Photocopier maintenance**

- Contacting photocopying company for support/ call out.

#### **Fruit and Vegetables**



- Setting up the ordering of fruit and vegetables.
- Liaising with company when required.

To complete any other task as directed by the Head of School.