

**Office Administrator**

**Job Description**

**Pay Grade**: KR4

Hours Per Week: 30hrs

Working Hours: 8.00am to 2.00pm (with 15min paid morning break)

**Reports to:** Headteacher

**MAIN PURPOSE**

* To provide an effective and efficient clerical and welfare support to the school.
* To ensure that systems are in place for the efficient day to day management of the school.
* Be a prime point of reference for pupils and parents if they require information or have a concern.
* To liaise, with other school staff and others outside the school, particularly parents, professional associations and the local community, in a highly professional manner and representing the high standards of the organisation.

**Duties and Responsibilities**

**Clerical**

* First responder to telephone calls and performing reception duties (face to face) when the Senior Office Administrator is not available.
* To regularly check secretary emails, correspondence, and appointments to ensure the Headteacher is kept informed at all times.
* To ensure information is kept up to date, confidential and accurate.
* To maintain the school diary and organise the timetable for the use of additional rooms etc.
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times.
* Newsletters typed/checked, emailed to parents, staff and governors, uploaded onto the website and hard copies provided where necessary.
* Produce and distribute all letters/correspondence to parents via email and/or postal system.
* To provide general clerical support as required – filing, photocopying, word processing etc.

**Attendance**

* Check pupil attendance and dinner registers, first day absence calling, amending registers for late pupils.

To record the attendance and absence of all children and staff on Pupil Asset, providing information for SLT/ Attendance Officer/ EWO / parents.

* To ensure parents are given attendance data at regular intervals.

**Welfare**

* Maintain medical records/noticeboard/files and safe storage of medicines as necessary (in liaison with SENCO)
* To be first designated first aider and take responsibility for children who are unwell during the school day.
* To administer first aid and medicine to pupils as required, in keeping with the school’s policy and order first aid supplies as necessary.
* To tend to the hygiene and the physical need of the individual pupils according to medical plans
* To liaise with parents regarding pupils’ sickness/injury.
* To assist with visits from the school nurse, dentist etc.
* To assist with the general welfare of pupils.
* Be committed to the safeguarding and promotion of the welfare of children and young people.
* Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.
* Report and record accidents/injuries in Accident Book/Parago

**Other Duties**

* To support or assist the Senior Office Administrator when requested.
* Ensure the grab bag is checked regularly, easily accessible, contains the up-to-date business continuity plan and is always removed from the office during a fire drill.
* Ensure school mobiles are charged and available for trips/evacuation.

**General**

* Be committed to the safeguarding and promotion of the welfare of children and young people.
* Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person.
* Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.
* Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available.
* Contribute to the overall ethos/work/aims of the school.
* Establish constructive relationships and communication with all staff and other agencies/professional.
* Effectively manage and prioritise workload.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Participate in training and other learning activities and performance development as required.
* To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with line manager.
* Ensure that all members of the office present, at all times, a positive image to the school to all staff, parents and visitors both internally and externally.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

Signed……………………………(Headteacher) Date …………………………

Signed…………………………….. (Employee) Date ………………………….

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| **Person Speciation** |  |
| Criteria | Qualities |
| Qualifications | * Good GCSE levels in English and Maths |
| Experience | * Working in an office environment. * Developing, managing and operating clerical/administrative and organisational systems. |
| Skills & Knowledge | * Excellent attention to detail. * Excellent literacy/numeracy skills. * Competent use of IT packages including word processing, and school MIS systems. * Ability to use relevant office equipment effectively. * Ability to plan, organise and prioritise. |
| Personal Qualities | * Has a good sense of humour and can smile in adversity. * Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school. * Ability to work under pressure and prioritise effectively. * Commitment to maintaining confidentiality at all times. * Commitment to safeguarding and equality. * Embraces change well. |