



Ospringe CE Primary School

Job Description – Administrative Officer

Role:	Administrative Officer
Grade:	Kent Range 3 20 hours a week 38 weeks per year (term time only)
Hours of work:	To be agreed
Responsible to:	School Business Manager/Headteacher

1. PURPOSE OF JOB

The purpose of the role is to provide administrative support in a busy school environment under the direction of the School Business Manager. It will require an organised, accurate and level-headed individual to ensure that the administrative functions are undertaken efficiently and effectively as distractions and interruptions can be frequent.

KEY DUTIES AND RESPONSIBILITIES:

- Act as the first point of contact for Ospringe CE Primary School, greeting visitors, ensuring security processes are in place and followed and providing hospitality as appropriate.
- Responsible for the co-ordination of admissions paperwork and associated administrative documents.
- Dealing with the schools 'Office' email as appropriate.
- Maintaining the student SIMS database, ensuring all fields including free school meals etc are up to date, producing reports for staff as necessary etc.
- Effective communication with our families, face to face, via telephone and through our ParentMail system.
- Co-ordinating the content for school publications including reports, questionnaires and liaising with all relevant parties.
- Collate and maintain registers for extended school services and extra-curricular clubs and monitor payments utilising the ParentMail system.
- Safeguard and maintain stationery stock levels for the office and for some other areas of the school such as the photocopier.
- Undertake filing and photocopying as required.
- Assist the Leadership Team with specific administrative tasks when required.

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