

**Job Description: School Office Administrator**

**Key responsibilities:**

**Organisation**

* Supervise and engage in the day to day work of the administrative function of the school office
* Contribute towards the planning, development and organisation of the support service systems, procedure and policies
* Supervise, train and develop additional administrative staff as appropriate.
* Assist in the organisation of school trips/events in cooperation with other staff. T ensure the staff and external providers (e.g coach companies) have completed all the associated risk assessments.

**Administration**

* Manage manual and online information management systems (especially SIMs) and maintain the school website in collaboration with the Headteacher.
* Analyse and evaluate data/information and produce reports/information/data as required (e.g attendance/assessment/census)
* Provide personal, administrative and organisational support for other staff
* Oversee and organise the management of admissions procedures in line with Kent County Council Criteria, maintain waiting lists and allocate spaces accordingly in line with the schools admission policy.
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times.
* Support the Headteacher to monitor attendance trends and follow the school escalation procedures set out in the policy.
* Manage the induction process for new children
* Manage the administration of recruitment including advertising, collating documentation, medical clearance and DBS checks as required.
* Support the Data Protection Officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
* Prepare, administer, and submit the bi-annual school census.
* Maintain the school calendar and coordinate entries onto the website calendar.

**Resources/Human Resources**

* In conjunction with the Finance Manager and leadership team – to order, monitor and manage stock, ensuring best value following the trusts purchasing processes.
* Assist with marketing and promoting the school, including the website and social media platforms.
* Manage office expenditure within an agreed budget.
* In conjunction with the school leadership team, liaising with shared services and appointed service contractors.
* Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available.
* Work with the shared services HR department in regards to recruitment
* Manage the staff absence register
* Maintain and update the Single Central Record
* To manage DBS checks and ensure they are update as per recommendations.

**Responsibilities**

* 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 the risks to health, safety and security in the school-working environment.
* Contribute to overall ethos/work/aims of the school
* Establish constructive relationships and communications with all staff and other agencies/professionals.
* Recognise own strengths and areas pf expertise and use these to advise and support other.
* Participate in training and other learning activities and performance development as required.
* Ensure that all staff create a professional and welcoming reception for all visitors, parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building.
* To maintain confidentiality at all times.

**Additional Responsibilities**

* Maintain the secondary role of PA to the Headteacher – supporting, informing, liaising with and providing information to the school’s Headteacher and wider leadership team.
* Support the school leadership team to manage and organise events/the school’s weekly/termly/yearly events calendar.
* Support the coordination of school events, liaising with the school’s PTA to achieve this aim.
* Maintain strong professional links with the school’s parent body in order to facilitate an effective communication between school and home.
* To manage the school payment system including lunches, trips and other additional financial aspects.

To ensure the trust central team supports them in their role in line with Tenterden Schools’ Trust service level agreement.

Whilst this is not an exhaustive list and other accountabilities maybe required of this role (through discussion), care must be given to ensure that there is not overlap or interference with any other non-academic roles.