

The Pilgrim Multi Academy Trust

Job Description **Post: Office Administrator**



Job Purpose

To provide an effective and efficient clerical and welfare support to the school, including some finance.

Duties and Responsibilities

Welfare

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 liaise with parents regarding pupils' sickness/injury.

To assist with visits from the school nurse, dentist etc.

To assist with the general welfare and support of pupils during the school day and a afterschool clubs.

Reception

To be a point of contact for both telephone and face-to-face enquiries and take messages where appropriate.

To ensure school security arrangements are always complied with, including the issue of visitor's badges and completion of the on- entry system.

To accept and sign for deliveries as appropriate.

To provide hospitality for visitors to the school.

Clerical

To undertake clerical duties arising from school meals provision.

To assist with the monitoring and maintenance of stock and order supplies as necessary.

To carry out general clerical support as required.

To undertake filing and photocopying as required

To type letters to parents as required.

Finance

To be responsible for the collection of dinner/trip etc monies and liaison with parents.

To collect, record and issue receipts for monies as required, including school uniform, trips, swimming etc

To order and maintain school uniform stocks, liaising and selling to parents as necessary.

To prepare monies for banking and bank as necessary.

To create purchase orders and invoices on our MIS system under the direction of the Business Manager.

General

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.

To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.

To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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