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| **JOB DESCRIPTION** | |
| **Title: Office Administrator**  **Hours**: 32.5 per week (38 weeks per year plus 2 inset days)  (*Any additional hours worked with the agreement of the Head Teacher will be on a claim basis.)* | **Grade:** Scale KSB  **Hours**: 8.30am -3.30pm - 20 minutes break and 30 minutes for lunch  **Section:** Administration  **Reports to**: Office Manager |
| MAIN PURPOSE OF THE JOB Under the direction/instruction of the Office Manager: provide clerical and administrative support to a school in the Trust. | |
| **ORGANISATION**  * Deal with visitors and assist covering the main reception desk ensuring correct signing in/out procedures are followed and any necessary ID/DBS checks are carried out for volunteers. * Assist with late arrivals/early leavers and ensure they are signed in and out of inventory and where necessary taken to class. * Assist with answering of the school office telephone * To assist with the maintenance of student filing and archive systems * To assist with organising school events such as parents evening, school production under supervision of the Office Manager * Deal with staff and parental enquiries.   **Administration**   * To be responsible for managing daily student registers, ensuring that teachers have carried out registration and follow up the first day absence monitoring for missing children following school policies and procedures. * To contact parents/carers to establish the reasons for pupils’ absenteeism. * To be responsible for the recording and ordering of school lunches on Arbor, liaising with the catering staff and the distribution of the lunch bands to classes. * Undertake word-processing and IT based tasks as required. * To assist with data entry on to Arbor for new starters at certain points in the year, including supporting the Office Manager with in-year admissions. * To provide first aid support to pupils and make phone calls to parents after first aid incidents as necessary. * Ensure all preparations for school functions are in place. * To liaise with external providers including sports coaches/IT support with any queries and direct them to appropriate member of staff * Liaise with the catering company when necessary, sharing information on pupils including allergies, dietary requirements * To organise the school photograph appointments and the administration of sold photographs. * Liaise with the caterers when necessary, sharing information on pupils including allergies, dietary requirements * Liaise directly with provider on photocopier related issues – including order of ink cartridges, organising repairs and informing staff of photocopying issues | |

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| **FINANCE**   * Processing stock orders and liaising with the finance team and supporting the office manager in her role * Providing support to teaching staff involving educational visits. * Purchasing of central supplies.  RESPONSIBILITIES  * Ensure the school complies with its policies and procedures relating to child protection, health & safety, security, confidentiality and data protection. * Be aware of and support diversity and ensure equal opportunities for all * Undertake any appropriate training to develop the role of Office Manager * Contribute to the overall ethos/work/aims of the school * Establish constructive relationships and communicate with other agencies/professionals * Attend and participate in regular meetings as required * Participate in training and other learning activities and performance development as required * Recognise own strengths and areas of expertise and use these to advise and support others. * Ensure that all duties and responsibilities are discharged in accordance with the School’s Health and Safety at work policy. * Participate in the school’s performance management scheme, ensuring that performance standards/targets are set and met within the agreed time scale. * Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Office.   In-house design, preparation and production of bulk school literature for example, school prospectus, governors’ election correspondence, printing of exam papers, policy documents, staff handbook and others. |
| DATE DRAWN UP: September 2025 NAME: Suzanne Leader **JOB TITLE: Head Teacher** |

This job description can be amended at any time following discussion between the Head Teacher and the member of staff.

**Head Teacher signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Mosaic Schools Learning Trust**  **PERSON SPECIFICATION** | |
| **Post**: **ADMINISTRATOR**    **Hours**: 32.5 per week (38 weeks per  Year + 2 INSET days)  (*Any additional hours worked with the agreement of the Head Teacher will be on a claim basis.)* | **Grade**: Scale KSB  **Section:** Administration    **Reports to**: Office Manager |
| EXPERIENCE (Essential Requirements) This appointment will be subject to satisfactory disclosure and barring police checks [DBS]. No formal qualifications are essential but applicants should have excellent numerical, literacy and IT skills and be competent in Word and Excel. Good communication skills are a must.  **EXPERIENCE (Desirable Requirements)**  Current experience working in a school  A knowledge of Arbor software or similar and willing to undertake training  Experience of delivering a responsive and customer-focused service.  Paediatric 1st aid training (or be willing to undertake training). | |
| KNOWLEDGE/SKILLS (Essential Requirements)  * Being responsible, honest and reliable * The ability to work under pressure and be able to meet tight deadlines * Having a knowledge of relevant legislation and guidance in relation to working in an environment with children and the protection of children * Knowing about and a commitment to the protection and safeguarding of children * Is willing to work within organisational procedures and processes and to meet the required standards of the role * Can demonstrate good working relationships with others, both inside and outside their usual work team * Having the ability to use initiative when required * The ability to plan and develop good systems * Has good organisational, administrative skills and can prioritise workloads * Flexibility and ability to work as a team member in a busy office environment | |
| DATE DRAWN UP: September 2025 NAME: Suzanne Leader **JOB TITLE: Head Teacher** | |