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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 JOBUnder 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 schoolA knowledge of Arbor software or similar and willing to undertake trainingExperience 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
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| DATE DRAWN UP: September 2025 NAME: Suzanne Leader**JOB TITLE: Head Teacher**  |