



'Let your light 'shine' before others that they may see your good works.' Matthew 5 v 16

Success – Happiness – Independence - New experiences - Engagement

Job Title: Office Administrator/Receptionist

Pay Range: KSA

Line Manager: Headteacher

Purpose of the Job:

To provide professional, proactive and efficient administrative and reception support for the school under the direction of senior leadership. The Office Administrator plays a pivotal role in ensuring the smooth day-to-day functioning of the school office, supporting staff, pupils, parents and external stakeholders in a welcoming, responsive and confidential manner.

Key duties and responsibilities:

Office environment

- Ensure the office environment, and the physical environment, is welcoming, tidy and organised.
- Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures and ensuring the correct lanyard is provided to visitors.
- Maintain high levels of confidentiality and professionalism in all communications and interactions.

Policies

- Adhere to and promote policies relating to child protection, safeguarding, health and safety, behaviour, confidentiality, GDPR, and whistleblowing.
- Report any concerns or incidents to the Designated Safeguarding Lead or relevant authority in a timely manner.
- Ensure all procedures relating to secure handling and storage of information are followed.

Attendance/admissions

- To ensure registers have been completed by teachers in an accurate and timely fashion.
- Investigate absences that haven't been reported and notify a DSL if unable to contact a parent.
- Issue regular absence (and late) letters. Pass on concerns regarding attendance to the Headteacher.
- Write to parents to confirm decisions regarding parental requests for holiday during term time.
- Facilitate in-year admissions and liaise with other schools to ensure smooth transition of pupils, ensuring both paper and electronic files are sent or received promptly.

Lunches

- Collate numbers of pupils requiring meals, process paperwork for free school meals and put in orders to ensure that all pupils requiring school meals receive them.

Day-to-day Administration

- Answer enquiries received in person, by phone or via email – responding to queries, relaying messages and acting on instructions as needed, referring on where appropriate.
- Deal with incoming and outgoing post/deliveries.
- Utilise the School Comms communication package in order to share key information/messages etc. with parents/carers.
- To assist in the arrangements of routine in-school activities such as induction days, parents' evenings, immunisations, photographs etc.
- To assist with the preparation, compilation and distribution of school reports for parents.
- To book appointments in the school calendar for individuals including the Headteacher and for school /class events.
- To provide support to coordinator for the administration of educational visits.
- To support teaching and learning, by providing administration assistance in the form of letters, labels etc. where appropriate.
- To ensure that school documents and the School's website, are kept up-to-date.

Finance/HR support

- Processing of agreed simple orders etc, as directed by the school Business Manager.
- Carry out DBS checks on volunteers and prospective staff in accordance with KCC guidelines.
- Receive and unpack deliveries. Check items against orders and file. Match invoices to delivery notes and pass to school Business Manager for payment.

First Aid

- Administer medicines and first aid to pupils to ensure their welfare at school and complete any relevant paperwork in line with school policy.

CPD

- To attend briefings and training as and when required to keep up to date with current policies, procedures and legislation.