

Greenvale Primary School

Job Title	Office Administrator
Job Location	Greenvale Primary School Symons Avenue, Chatham, Kent ME5 4UP
Responsible To	Head Teacher and Business Manager

Hours of Work	8:30am – 4.00pm – Mon – Thurs, 8.30am – 4.00pm Fri 34.5 hours per week 39 weeks per year. This includes 5 Staff Development Days. (These working hours include a 30 minute lunch break which is unpaid)
Grade	D2 (points 4-11)

Key Responsibilities	
General duties	
•	Act as the first point of contact within school, filtering enquiries as appropriate and passing on messages to staff and pupils.
•	Welcoming all visitors on the school site, maintaining visitor signing in/out and checking DBS certificates on arrival following safeguarding procedures.
•	Process all incoming and outgoing mail and direct to the appropriate members of staff where necessary.
•	Preparation of documentation, drafting responses, reports etc. handling confidential documentation with discretion, using Word, Excel SIMS.
•	Producing termly newsletters via the school website.
•	Maintain an orderly and presentable working office environment.
•	Maintain the office diary via Outlook.
•	To be responsible for ensuring attendance registers, and register of visitors on site are taken out when there is a fire drill or emergency.
•	To be responsible for the maintenance of the pupil database via SIMS. including Pupil Premium / Free School Meals information, family contact information, allergy details and any relevant notes. Maintain the allergy register.
•	Report any issues with equipment that are needed in-line with Health and Safety to the relevant contact person.
•	Complete course bookings and update the CPD register for staff throughout the school as directed by SBM & HT.
•	Update school website with parent information and class details.
•	Assist parents with applications for pupil premium funding keeping up to date information within SIMS.
•	Inform the SBM & HT of any building issues that arise in line with Health & Safety.
•	Manage Cool Milk orders and update weekly lists where necessary.
•	Manage after school activity club registrations.

Attendance	
Work alongside the Attendance Lead to monitor attendance of pupils throughout the school.	
•	Log the attendance of pupils via the registers and SIMS plus assisting the class teacher where necessary.
•	Assist the completion of official registers and report as required.
•	Provide weekly attendance figures at the end of each week for class and year group's rewards & certificates.

Note: In addition to the above duties, the Office Administrator post holder should undertake any reasonable requests from the Head Teacher or Senior Leadership Team.

Additional Responsibilities

As follows:

- Adhere to all relevant school policies, procedures and systems
- Contribute to the overall ethos and aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Participate in training opportunities and professional development as required
- Ensure all duties are completed within required time frames, accurately and in a professional manner
- Be responsible for promoting and safeguarding the welfare of children and young people within the school
- Undertake similar duties commensurate with the level of the post as required

Person Specification

Please note the following areas that are appropriate for this post:

	Essential	Desirable
Qualifications and Training		
Good qualifications in both English and Mathematics	✓	
Experience in using SIMS (<i>although this is not essential, it is highly desirable</i>)		✓
Experience in using Microsoft Office applications including Excel and Word	✓	
Good typing skills	✓	
Willing to undertake further training	✓	
Knowledge and Understanding		
Excellent written and oral communication skills	✓	
Ability to maintain confidentiality at all times	✓	
Ability to demonstrate a sensitive approach when dealing with certain situations	✓	
Awareness of Health and Safety and Safeguarding issues	✓	
A positive attitude towards workload, staff, parents and pupils	✓	
A flexible and organisation approach to workload	✓	
Ability to use own initiative and be able to work efficiently from start to end of a piece of work with a focus on attention to detail.	✓	
Work as part of a whole-school team and participate in school events	✓	

Post Holder Name

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(PRINT NAME)

Signed by Post Holder

Agreed On