

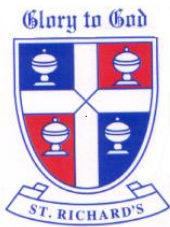
St Richard's Catholic Primary School

Office Administrator

Job Description



Post Holder:	
<p><i>The description of the duties, responsibilities and accountabilities for the post of Office Administrator at St Richard's Catholic Primary School</i></p>	
Responsibility Areas	<ul style="list-style-type: none"> • To maintain a friendly and efficient first point of contact for the school • To provide an administrative service to the Headteacher and staff • Maintain all aspects of pupils including admissions.
Accountabilities	Work within the Catholic Ethos and the teachings of Christ.
	Implement agreed school policies and guidelines.
	Provide a first point of contact (in-person, phone and email) for pupils & parents to deal with any problems that arise or refer them to the member of staff responsible, ensuring the Headteacher is informed where necessary.
	Provide a secretarial and administrative service to the Headteacher, including the production of data and attendance information.
	Welcome all visitors to the school, ensuring they are correctly sign-in (and out, upon leaving the site) and that DBS and ID have been check (if necessary) and recorded.
	To effectively communicate with parents and all stakeholders via ParentPay, School Website, Email, Letters and Arbor.
	Maintain the school's MIS system (Arbor) to ensure all pupil data is up to date.
	General office duties including filing and sorting mail.
	To ensure that registers are completed on a daily basis (morning and afternoon). Make phone calls for any unknown absences and report any issues as and when they arise to the Headteacher.
	To investigate missing or 'N' registration codes in Arbor Attendance on a weekly basis.
	To support the Headteacher in producing and sending attendance letters to parents and completing any local authority attendance referrals as directed.
	To be the Appointed Person to co-ordinate and administer medicines & first aid to pupils/staff and ensure their welfare in school is in line with the Medical Needs Policy. Ensure correct paperwork is in place & accidents are reported according to guidelines.
	Maintain the Free School Meals register with both the Government and on Arbor
	Processing CoolMilk orders and submitting statutory returns for under 5s.
Liaising with outside agencies and coordinating their visits such as NHS Immunisation team, School Nursing team and school	



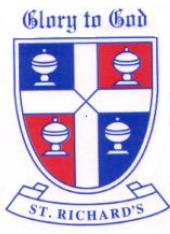
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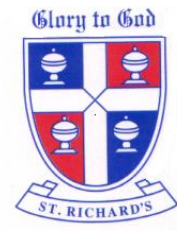
	photographers.
	Administration of the ICAF's, new year R applications and in year casual admissions.
	Assist in marketing of the school to prospective families
	Process pupil leavers for secondary school transfer and in-year transfers including sending CTF and paper files to new schools/the local authority.
	Record pupil numbers on SAM for the local authority on a monthly basis or as required.
	Co-ordinate the DfE and CES census at the appropriate time throughout the academic year.
	Maintain the Single Central Record (SCR) on CPOMS StaffSafe.
	To support the School Catering Provider in collating numbers of pupils requiring school meals, payment of meals & liaise with kitchen staff as required.
	Other duties arising; related to the post as discharged by the Senior Leadership Team
Accountable to	Area Business Manager
Salary range	KSC
Signed	Date:



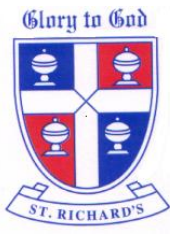
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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE English Grade 5/C or equivalent • GCSE Maths Grade 5/C or equivalent 	
Experience	<ul style="list-style-type: none"> • Experience of dealing with general administration in a neat and organised manner. 	<ul style="list-style-type: none"> •
Knowledge and Understanding	<ul style="list-style-type: none"> • Computer literate with experience of Microsoft Office, email and internet. 	<ul style="list-style-type: none"> • An understanding of Arbor or other databases.
Skills	<ul style="list-style-type: none"> • Ability to work effectively and respond well under pressure. • Ability to provide a welcoming environment. • Ability to face and deal with difficult situations and personnel. • Organised and efficient administrative skills. • Self-motivated with the ability to work with minimal supervision. • Excellent communication skills including verbally, in writing, face-to-face and over the telephone. • Ability to use initiative and apply sound decision making skills whilst understanding that some matters need to be referred to others. • Good keyboard skills for accurate computer input and retrieval. • Ability to work in a discreet and sensitive manner ensuring that confidentiality is maintained at all times. • Flexible, cooperative and supportive team player. • Enthusiasm and confidence at working with a wide range of people 	<ul style="list-style-type: none"> • Willingness to participate in further training and development opportunities offered by the school, to further knowledge.



St Richard's Catholic Primary School Office Administrator Job Description



	<ul style="list-style-type: none">• Professional, smart, business-like appearance in line with the image of the Visitor Reception area.• Friendly, welcoming and approachable disposition.• Courteous, calm and efficient telephone manner.• Patient and diplomatic manner when dealing with staff, students, parents and visitors.	
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