Job Description

Westlands Primary School

Job Title: Administrative Officer (37 hours)

Grade: SAT 5

Responsible to: School Office Manager

Purpose of the Job:

To be responsible directly to the School Office Manager for the efficient operation of administration functions within the school

The post holder has day to day contact with the Headteacher, staff, pupils, parents and Governors, as well as staff from Swale Academies Trust and other agencies, other schools, the local community and representatives of a wide variety of goods and services.

Main duties and responsibilities (Accountabilities):

- Provide a first point of contact for pupils, parents, visitors at reception to deal with any problems that arise in the first instance or refer them on to ensure that problems are dealt with effectively.

- Effectively communicate with parents through email, paperwork, texting system and other methods.

- Perform daily clerical tasks, including dealing with emails, post, messages, etc.

- Undertake a diverse range of secretarial duties as directed by the Office Manager to ensure well-presented and accurate correspondence, reports, letters and other documentation.

- Maintain the Team's central filing system archiving/destroying documents as necessary to ensure that the school's Document Retention Policy is adhered to.

- Maintain and update pupil paper files and SIMS pupil profiles.

- Deal with any emergency issues in the absence of office colleagues to ensure the efficient running of the school office is maintained.

- Undertake administration and monitoring of pupil attendance and absence.

- To be responsible for maintaining general office systems.

- To carry out duties as requested by the Office Manager and SLT.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.