

**JOB TITLE:** **Office Administrator**

**Kent Range 4**

**ACCOUNTABLE TO: PA to Headteacher/Office Manager**

**JOB PURPOSE:**

To provide an efficient administration service to support the smooth operation of the school.

**Key Responsibilities**

* Provide an efficient and professional administration service – greeting visitors, staff and students.
* Answer enquiries received in person / by phone or via emails – responding to queries / relaying messages and acting on instructions as needed and referring on where appropriate.
* To input data on the School Information Management System (SIMS), utilisation of SIMS programmes and production of reports as required
* Undertake a range of administrative tasks to support the efficient operation of the school – including word processing / data entry / filing.
* Manage the SLT call out system
* Carry out reprographic request for staff
* Assist covering the other Office Administrator role as and when necessary
* Attend the school’s annual Open Evening

**Specific Responsibilities**

* Prepare and distribute routine home / school correspondence to the appropriate parties, using RSConnectEd for texting and emailing parents as and when required
* Co-ordinate estranged parents’ list
* Co-ordinate, produce and continually update the staff handbook
* Responsible for all administration relating to exclusions
* Log and file student records
* Co-ordinate minibus diaries and organise minibus repairs and maintenance
* Liaise with student taxi companies
* Distribute termly newsletter
* Manage the office supplies including the procurement of required items
* Maintain the staff kitchen, reproduction and stationery room.
* Organise hospitality for meetings as and when required.
* Assist the other Office Administrator with parents’ evenings including attendance to the event
* Co-ordinate the administration and distribution of school photos

**General**

* Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and GDPR, reporting any concerns to the appropriate person.
* Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development. Support with any other administrative duties as necessary to ensure the smooth running of the school.

**Health & Safety**

* To promote and comply with the school’s policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others.

**Safeguarding**

The Malling School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Malling School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process.

Signed…………………………………………………………….. date……………………….

Signed…………………………………………………………….. date…………………………

Headteacher