



# Brenzett Church of England Primary School

## Job Description

**Post:** Office Administrator  
**Pay Scale:** APLb  
**Hours :** 32.5 hrs per week 8.30-3.30 (1/2 hour for lunch)

**Responsible to:** Headteacher  
**Liaison with:** All School Staff, pupils, parents, governors and other outside stakeholders.

**Job Purpose:** Provide an efficient, effective and smooth running of the school reception. Support the Headteacher, SLT, Staff and Parents by providing a high level of sensitive administrative and clerical service.

### Accountabilities

1. To fully engage with the Coaching into Appraisal (CiA) process for performance review.
2. Acting as the first point of contact within the school, promoting an efficient, friendly and positive school image.
3. To maintain **confidentiality** at all times, both in and out of school.
4. For all tasks, adhering to national, Academy Trust, KCC and school policies and procedures.
5. Responsibility for maintaining and operating the text and e-mailing messaging system for parents/staff/governors.
6. Managing entries in the school's electronic diary. Checking for accurate and robust information and daily monitoring of upcoming events, appointments and activities.
7. Typing and printing of letters for Headteacher and staff for school purposes where required.
8. Part of the Fire Marshall Team.
9. To provide the school with a first point of contact for all visitors/callers to the school.
10. Responding to enquiries where possible or referring to the appropriate member of staff as required.
11. To provide general office skills including photocopying, filing, telephone communications also to receive and pass on messages accurately as required.
12. Process incoming and outgoing post (ensuring that the correct postage is applied) to ensure school communication continues.
13. Maintain records on SIMS to allow quick efficient sending of texts/emails to parents, then posting all letters/documents to the school website, also ensuring sections of the website are kept up to date eg, menu, clubs, term dates, etc
14. Undertake the recording of all financial transactions to pupil events /activities, in order to comply with financial regulations and audit procedures.
15. Deal with any emergency issues in the absence of office colleagues to ensure the efficient running of the school office is maintained.
16. Ensure data protection and safety of all pupils by collating consent for local visits/use of images etc. Checking these documents if the local press are invited onsite before images are taken/published.
17. Maintain a positive relationship with the Kitchen Manager.
18. On a weekly basis, collate any information to create the weekly parent newsletter giving as much information of coming dates/events and other relevant information. To then distribute the newsletter and upload to school website, send by email to Governors parents and staff.
19. Keep up to date the school Asset Register. Items should be added as they arrive in school (security marking them) with the completion of a whole school audit once a year.
20. Assist class teachers to organize schools trips, using the school trip pack to assist in this process. Organize travel, book venue, send letters and collate consent slips/payments and ensure Risk Assessments are completed for the Head of School to check.

21. Undertake the administration of Residential trips. Keeping track of payments/permission slips/passports/EHIC cards, issuing paperwork and arranging information meetings for parents when needed.
22. Undertake administration of activities such as, Bikeability (yearly), Young Voices, school diary (daily), school texts (daily), photocopier maintenance (including toner supplies), messages run to classrooms (daily), ensure that registers are ready for the following morning (daily).
23. Support the twice-yearly **Collaborative Conversations**.

### Scope for Impact

- As part of the office team, acting as one of the first points of contact within the school, promoting an efficient, friendly and positive school image to staff, parents, pupils, governors and outside stakeholders eg. local residents, Church community, Parish Council.
- In addition to their own tasks, the post holder will have an overview of other members of the school team, thus ensuring that tasks that underpin the delivery of learning to the children are carried out correctly, efficiently and in good time. They will also have an impact in the maintenance projects, the postholder undertakes the role.

### Job Context

- This post operates within the Kingsnorth Church of England Primary School. The postholder has contact with numerous outside organisations and these may be carried out verbally or by e-mail or letter.
- The postholder will operate within the general policies of the school. Specifically, policies relating to Child Protection, Health & Safety and Risk Assessment apply in a variety of situations.
- As a member of staff at Kingsnorth Church of England Primary School you are responsible for working with the staff, parents, pupils, and other agencies to safeguard and promote the welfare of all children at school.

All members of staff are expected to promote positive behaviour patterns, raise self-esteem, and improve independent working in children to assist their education and growth and enable them to reach their full potential. They promote equal opportunities and respect confidentiality.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high quality pastoral care of the children in their charge.

However, the job description of the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.

**This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the job holder.**

Signed: \_\_\_\_\_ (Post holder)

Signed: \_\_\_\_\_  
(Executive Headteacher)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.