# Kelloe Community Primary School

## **Job Description**

***Job Title:***  Office Administrator

***Hours:*** 15 hours per week (term time only)

***Main purpose of the post*** *:*

To carry out administrative and secretarial duties to ensure school systems and procedures for administration and finance are effective and efficient.

***Job Objectives:***

* To carry out financial duties .
* To carry out registration duties.
* To carry out school meals duties
* To maintain pupil and staff records
* To carry out Health & Safety duties.
* To carry out all duties with confidentiality and professionalism.

In addition to these objectives the post holder will be expected to promote the ethos and aims of our school at all times.

### **Key Duties**

# **Financial Duties**: Managing FMS System

* To keep the finance system for managing the school budget up to date and accurate.
* To place orders and pay invoices and maintain the record keeping system for orders and invoices.
* To maintain the Petty cash account.
* To maintain the School Fund Account (with the Head teacher ) – to receive , check and bank money from school outings, events and fund raising.

**Registration Duties: Managing SIMS System**

* To maintain and check the pupil registration system , to prepare registers ,check daily and enter authorised absences or late arrivals.
* To maintain weekly attendance records.
* To calculate monthly percentages and complete LA records.
* To maintain staff register – enter daily and record absences on computer -Personnel System
* To complete LA returns re. pupil and staff attendance .

**School Meals Duties :**

* To prepare and maintain school meals registers .
* To manage school meals accounts on FMS system.
* To organise and maintain Free Meals record keeping.

**Pupil and Staff Records:**

* To maintain the pupil and staff record systems – paper records and computerised .
* To keep pupil and staff records up to date and accurate.
* To record admissions and leavers.
* To send records and transfer forms to receiving schools.
* To keep parents contact information up to date and accurate.
* To complete LA records and reports.
* To enter pupils’ assessments and test results on the computer. SAMPA system
* To arrange suitable teaching and non-teaching supply cover when staff are absent at the request of, or in the absence of the Head Teacher or Deputy Head.

**Secretarial Duties**:

* To assist parents at the office.
* To receive and welcome visitors
* To assist visitors in the absence of the Head Teacher.
* To receive telephone calls and communicate messages.
* To organise incoming and outgoing mail and to maintain the postage record book.
* To organise and maintain the filing system.
* To word process letters, reports, newsletters and other documentation.
* To photocopy for office administration.
* To arrange letters and forms for parents re . educational visits and to maintain the record keeping system.

**Health & Safety Duties**:

* To report any health and safety incidents or potential hazards to the Head Teacher.
* To complete LA accident forms in accordance with Health & Safety regulations.
* To assist with and report Fire Drills.
* To assist with Risk Assessment.
* To attend to children who are ill, if teaching assistants are not available and to contact parents if necessary.
* To supervise children who need inhalers or medication . ( If other staff are not available )

**Professionalism and Confidentiality**:

* To act with professionalism and confidentiality at all times.
* To have access to confidential information for administrative purposes .
* To make minor clerical /administrative decisions from precedents and procedures which are well established in school.
* To use personal and professional judgement when acting as the school’s representative.

**Contacts:**

* All staff
* Children and parents
* Governors
* Students and college staff
* LA Representatives
* Visitors