

JOB DESCRIPTION

<u>POST TITLE:</u>	Office Administrator
<u>GRADE:</u>	C – SCP 5-6 (£19,312-£19,698 pro-rata)
<u>REPORTING RELATIONSHIP:</u>	To the Head Teacher
<u>JOB PURPOSE:</u>	To organise and maintain administration systems within school. Contributing to the planning, development and monitoring of support services.

MAIN DUTIES/RESPONSIBILITIES

Post holders working to this job description may undertake any of the following main duties and responsibilities.

Main duties & specific responsibilities:

Welfare

- To liaise with parents regarding pupils' sickness/injury.
- To assist with the general welfare of pupils.

Reception

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of the Inventory system.
- To accept and sign for deliveries as appropriate.
- To provide hospitality for visitors to the school.

Clerical

- To be responsible for pupil first day absence calls
- To undertake clerical duties arising from school meals provision including recording pupil free school meal eligibility on SIMs.
- To maintain all daily registers.
- To be responsible for the preparation and maintenance of the manual and computerised pupil data records.
- To record staff absence on SIMs.
- To assist with the monitoring and maintenance of stock and order supplies as necessary.
- To provide general clerical support as required.
- To undertake filing and photocopying as required, including the basic maintenance of the photocopier.
- To undertake word processing as required.
- Updating and using ParentMail as necessary.
- Communicate with the headteacher about any arising attendance issues.
- Updating the school website when needed.

Finance

- To provide support for the collection of dinner/trip monies etc and completion of all catering returns for school meals and free school meals.
- To record and issue receipts for monies received.

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- Creation of purchase orders.
- Manage uniform/snack/other 'shops' within the school.

Support for the School:

- Be aware of and comply with policies relating to Child Protection, Health & Safety, Equal Opportunities, Confidentiality, Keeping Children Safe in Education as well as general staff procedures.
- Contribute and uphold to the school ethos of 'We believe we can achieve!'
- Appreciate and support the role of other professionals.
- Attend and contribute to relevant meetings as required.
- Participate in training and other learning activities as required.
- Contribute to the organisation of school activities.
- Establish constructive relationships and communicate with our families and other agencies/professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Being flexible when other administrations duties maybe required from time to time.
- Promote the school positively externally.

We are offering:

- 1. Enthusiastic, happy and polite children.**
- 2. Supportive and friendly families.**
- 3. A team of highly supportive and experienced colleagues who enjoy working together.**
- 4. A very supportive Governing Body.**
- 5. Personal professional development opportunities.**

Personal Specification- Office Administrator

Professional Knowledge, Understanding & Experience	Essential or Desirable	Evidence
Experience of Administration/Secretarial work	E	A/I/R
Experience of working in a school or a similar field	D	A/I/R
A good level of Education including passes in Maths and English GCSE (or equivalent) and excellent written and spoken English.	E	A/I/R
Evidence of further higher level of Education and/or professional development.	D	A/I/R
An understanding of the importance of effective documentation and record keeping	E	A/I/R
Excellent and up to date ICT and administration skills	E	A/I/R
Experience in using Microsoft modules - Word, Excel, Powerpoint	E	A/I/R
Experience using Office 365 emails and diaries	E	A/I/R
SIMs	D	A/I/R
Parent Mail	D	A/I/R
Knowledge and experience of managing and writing website/Social Media content	D	A/I/R
Experience of marketing to promote the vision and values of the School to all stakeholders	D	A/I/R
Experience of processing administration documentation	D	A/I/R
Basic awareness of first aid	D	A/I/R
Use of specialist equipment/resources	D	A/I/R
Awareness of relevant policies/codes of practice and relevant legislation	E	A/I/R
Intermediate ICT skills	E	A/I/R
Ability to self-evaluate learning needs and actively seek learning opportunities	E	A/I/R
Ability to relate well to children and adults	E	A/I/R
Work constructively as part of a team	E	A/I/R
Ability to persuade, motivate and negotiate	E	A/I/R
To be able to initiate opportunities to ensure tasks are completed within specified timeframes	D	A/I/R

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Personal Skills and Attributes	Essential or Desirable	Evidence
Professional and effective interpersonal skills and a commitment to developing good working relationships with all stakeholders	E	A/I/R
Be a positive role model and promote the values of the school in all aspects of the role	E	A/I/R
Ability to prioritise time effectively and work under pressure to meet deadlines	E	A/I/R
Use of initiative to manage multi-organisational tasks effectively	E	A/I/R
Commitment, integrity and a high degree of confidentiality to the school	E	A/I/R
A demonstrable commitment to Child Protection and Safeguarding Children	E	A/I/R
Proven ability to work collaboratively as part of a team	E	A/I/R
Ability to work independently and manage own work load	E	A/I/R
Resilience and a pro-active outlook to all challenges	E	A/I/R
Patient, flexible and adaptable, meticulous and conscientious	E	A/I/R
Aspirational outlook	E	A/I/R