



Job Specification

POST: Office Administrator

RESPONSIBLE TO: Headteacher

DAYS OF WORK: Monday –Friday. Term time only

HOURS: Monday – Wednesday 8.30-4pm (hours negotiable) plus one evening a month to attend Governor finance committee

PAY RANGE: 3

ROLE SUMMARY:

- The School Office Administrator will act as the initial point of contact for parents/carers, visitors and others, so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.
- They are responsible for overseeing the daily administration of the school office. They are also responsible for all administrative and organisational processes within the school, maintaining confidentiality at all times.
- To have responsibility for the provision of efficient administrative and clerical support for the school and Senior Leadership Team. Supporting and promoting the smooth, effective and efficient running of the school office

DUTIES AND RESPONSIBILITIES:

1. Responsibility for the smooth running of the school office, to include:

- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Receiving visitors, parents, governors and other guests in a professional manner, ensuring they receive the appropriate hospitality
- Liaison with all school staff relating to work to be undertaken by the office
- Providing an administrative service to the Headteacher and Assistant Heads, as required
- Co-ordinating the school on-line diary and updating the website calendar
- Dealing with e-mails as appropriate, managing the school's email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
- To have responsibility for all communication in and out of school. To be the first point of contact with all external companies such as Fresh Start, Swimming Centre, transport companies etc As well as staff and members of the local community.
- Checking registers (am and pm) and following up absentees, checking in late pupils and reporting absences in a timely manner. Recording of pupil absences and monitor attendance and produce reports as required.
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- Operating the school's telephone system, transferring calls and taking and delivering messages
- All administrative work including sorting mail, typing letters, photocopying and filing
- Acting as a first point of contact, as required, for medical and other emergencies
- Organising coach travel for school visits and events, booking trips and setting up visits on the County Evolve system. To organise all aspects of trips, communication to parents and teachers. Monitoring consent to attend
- Booking courses and maintaining the CPD log
- All aspects of arranging after school clubs each half term. Communicating with parents and staff

2. Specific Responsibilities

- Maintaining the computerised data base of pupil and parent information (SIMS) and assisting with the updating of the Pupil Tracking system and the transfer of pupil data to the Local Authority
- Assist with organising parents' evenings and other meetings and events
- Updating the School Prospectus and Booklet for New Starters as necessary together with the organisation of all relevant documentation for new Foundation children
- Oversee and organise the management of admissions procedures in line with Buckinghamshire Council, maintain waiting lists and with the Headteacher allocate spaces accordingly in line with the school's admissions policy
- Processing all leavers including Year 6 transition to Secondary School
- Administration of pupil "end of year" procedures
- Keeping all pupil data up to date and updating SIMS as necessary
- Completion of both the Pupil and Workforce Census Returns
- Completion of the "Exclusions" and "Racist Incidents" Returns
- Updating the school website in conjunction with the Headteacher
- Co-ordinating visits from the School Nursing Team and the school photographer
- Co-ordinating school events and productions
- Update and distribute online and offline communications (e.g. letters, newsletters etc.) to parents, staff and others
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Manage the administration of recruitment including collating documentation, medical clearance and DBS checks as required. Carrying out some tasks relating to Human Resources (including arranging interviews and communicate with potential applicants)
- To arrange an Occupational Health appointments and referrals
- Maintaining the Central Single Record and ensuring that all staff, Governors and helpers have the appropriate DBS clearance
- Attend Governor's finance meetings, take, type up and distribute Minutes of the meetings
- Checking and actioning the School Bulletin on a timely basis

3. Child Protection

- 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 Buckinghamshire Safeguarding Children's Board and the School's Safeguarding policy

General:

- To contribute to the overall ethos/work aims of the school.
- Maintain a visible, professional profile within the school.
- Act in a professional, polite, tactful and diplomatic way at all times to all contacts.
- Carry out school policies as documented and/or as directed by the Headteacher.
- Comply with all relevant legislation and school policies and report all concerns to the Headteacher.
- Be aware of the sensitive nature of information learned during duties and to maintain confidentiality at all times.
- Attend any relevant training and meetings.
- To participate in the School's Performance Management process.
- Responsible for promoting and safeguarding the welfare of children and young people within the school. To be fully aware and understand the duties and responsibilities in relation to child protection and safeguarding children,
- The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

This job description describes in general terms the duties and responsibilities which the post holder will be expected to undertake. In addition, duties may vary from time to time at the discretion of the Headteacher, without changing their general character of the level of responsibility entailed.