



Potten End Church of England Primary School

Rooted in faith, we nurture, grow and flourish
Mark 4:30-32

Job Description: Office Administrator

Pay grade: H4 (pro rata & term time only)

Hours: 8.00am-4.00pm Monday to Friday

Main Purpose

The Office Administrator is responsible for supporting the administrative and organisational processes within the school. They will also act as the initial point of contact for parents and carers, visitors and other stakeholders, so will be an ambassador for the school and embody the values, vision and ethos of the school in all interactions.

Key responsibilities

- Liaise with pupils, parents/carers and other stakeholders via written, face to face and electronic communications in a courteous and professional manner, in line with the school's Christian vision and ethos
- Assist in controlling access to the school in line with the school's safeguarding procedures, including the signing in books for visitors, staff and pupils, checking identification as necessary and notifying visitors of safeguarding and safety procedures
- Administer basic first aid and ensure first aid supplies are adequate and in date
- Provide administrative and organisational services to the school and ensure all materials produced by the School Office are to the highest standard
- Liaise with staff and external agencies
- Support in maintaining the school diary and be responsible for the Google calendar and communicating term dates
- Contribute to the planning and development of administrative processes and systems
- Be responsible for the daily administration and financial management of the school wrap around care
- Be responsible for the administration and financial management of school lettings
- Be responsible for the termly administration and financial management of the after school activity clubs
- Accurate management of the school MIS system including CTF'S, inputting new Reception pupil data and the communication of school information to new parents
- To effectively update SEAM as required
- Input BACS payments, produce remittances and administer payroll
- Take responsibility for the school's weekly newsletter
- Manage the school website as a form of communication
- Communicate new HCL menus to parents and staff, and be responsible for managing parental payments and debt recovery
- Liaise with HCL over pupil's needs e.g. allergy menus
- Organise and set up the delivery of the school parent consultation process
- Administer the school milk process
- Attend training courses when required e.g. safeguarding, first aid, new systems



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- Ad hoc administrative duties as they arise

Person specification

Criteria	Qualities
Qualifications	<ul style="list-style-type: none"> • GCSE Maths and English (or equivalent) • First Aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none"> • Carrying out administrative tasks • Dealing face to face and telephone interactions • Working and collaborating within a team • Desirable: working with children or young people
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding and following procedures for safeguarding in school
Personal Qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embrace change well • Deal with difficult situations effectively • Sufficient ability to undertake normal physical activity with a mixture of sitting, walking and carrying minor loads

Notes:

This job description may be amended at any time in consultation with the post holder. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced DBS will be sought as part of Hertfordshire County Council 's pre-employment checks. Please note that additional information referring to the Disclosure and barring service is on the guidance notes on the application form. If you are invited to interview you will receive more information.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.