

**Westfield Primary School & Nursery**  
**Job Description**  
**Office Administrator**

**Job Purpose**

- To provide general clerical and administrative or financial support for the school under the direction or instruction of senior staff.

**Key Areas of Responsibility**

- Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, welcome all visitors to the office ensuring compliance with office requirements and safeguarding procedures
- Provide general clerical support including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages
- Provide administrative support, to include photocopying, filing, email, organising meetings.
- Open, sort and distribute incoming mail and post outgoing mail. To sort the admin email account, forwarding emails to relevant staff and responding to email enquiries from staff, parents and outside agencies and providers
- Maintain manual and computerised records / management information systems
- Assist with pupil welfare matters, including contacting parents and staff.
- Undertake a range of financial procedures, including invoicing and reconciliation of bank accounts
- Enter income and expenditure on the finance system
- Monitor monthly budgets and produce a range of financial information and data for the senior leadership team

**Individuals in this role may also undertake some or all of the following:**

- Ensure collection of attendance registers/ensure attendance is completed in the MIS system for all classes. Contact children's parents/carers for absent children.
- Assist with arrangements for visits, for example by school nurse, photographer
- First point of contact for sick pupils, liaise with parents / carers / staff
- Assist with arrangements for school events

**Job Context**

- The school has a team of administrative staff who provide the full range of reception and administrative functions.
- Follows instructions or set routines. Decisions relate to own daily workload.
- Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.
- Finance roles do cover some broader administrative work but have a focus on finance related tasks, ranging from routine data entry transactional tasks to more strategic planning and management roles at higher grades.

**Knowledge, Skills & Abilities**

- Requires knowledge of a range of administrative support tasks and office and related school procedures and systems.
- General experience of working in a finance role.
- Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.

- Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.
- Keyboard skills for data entry, precision required

### **Supervision**

- Follows instructions or set routines.
- Makes decisions about own administrative work. Decision-making is short term; more complex decisions are referred to senior staff.
- The post holder will have no supervision responsibilities of other staff.
- May demonstrate administrative duties to new or less experienced staff.

### **Problems, Demands & Decisions**

- First point of contact dealing with difficult visitors/parents. Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.
- Concentration for undertaking administrative and financial tasks; administrative work is frequently interrupted.
- Exposure to emotionally demanding situations is infrequent.
- Contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.
- Routine decisions on finance and administrative tasks (such as making payments and financial entries).

### **Dimensions**

- Responsible for the maintenance and updating of administrative and financial records.
- Provides factual advice and guidance on school financial procedures.
- Responsible for processing financial information and maintaining school records.
- May handle small amounts of cash.
- No overall budget responsibility.

### **Physical Effort**

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

### **Working Environment**

- Work normally carried out in an office environment.

### **Personal and Professional Standards**

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Support the aims and ethos of the school as defined in the school prospectus
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- To provide a courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, attendance and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.