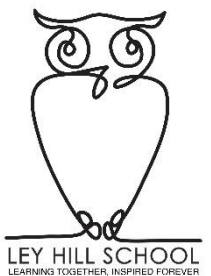


# Ley Hill School



## Job Description: Office Administrator

### Purpose of the role

- To be an ambassador for the school when meeting parents and other visitor and to act as the first point of reference
- To provide general administrative support to the school under the instruction of the School Business Manager and the Headteacher
- To contribute to the overall vision and ethos of the school, ensuring the best standards possible for pupils and staff

### Main Duties and Responsibilities

- To work confidentially at all times and in line with all data protection, GDPR and retention guidelines
- Undertake reception duties, answering the telephone, face to face enquiries and managing the office email address; ensuring that all messages are dealt with in a timely and accurate manner
- Keeping parents/carers informed of events and activities, permission forms, parents' evening administration, diary management etc
- Producing annual school reports and keeping to deadlines
- To produce data reports under the direction of the School Business Manager and Headteacher
- Provide administration support for admissions
- Input of new pupils onto the SIMS database and other FMS applications
- Organise the school clubs for each term
- Liaise with and organise administration for all external providers
- Maintain and keep the school website updated
- To be responsible for organising the administration of school trips each term
- Managing the school dinners

### Data Management

- Ensure that the administration of SIMS data is correct and current
- Completion of school census
- Management of assessment data
- Attendance officer for the school
- Be responsible for all pupil records

### Pastoral Care

- To act as the Chief School First Aider
- To administer medicine to children as and when required
- Maintain accurate medical records on Safesmart
- Supporting parents/carers with Individual Health Care Plans

### Finance

- In charge of all purchase orders
- Maintaining school supplies (including test materials and the annual stock order)
- Managing ParentMail

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safety and wellbeing of all children (and staff) in the school

**ACCOUNTABLE TO:** School Business Manager/Headteacher

This job description sets out the duties of the post at today's date. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the School Business Manager /Headteacher within the school as may be reasonably expected.

By signing this job description, you are agreeing that you have read and fully understood its content and context at the date of signing. Please be mindful that this role will be subject to continuous review in line with legislation, as well as the school and the children's needs.

### **Appointed Candidate**

Full Name: \_\_\_\_\_(Print)

Date of Appointment: \_\_\_\_\_

Signature of Appointee: \_\_\_\_\_