



Job Description

Office Administrator

Salary grade: H4 (Pro Rata & Term time only)

Hours

8:30-3:30 (with an unpaid 30 minute lunch break)

20 hours across 3 days per week

Reporting to: Headteacher

Main purpose

To provide administrative and organisational services to the school under the management and guidance of senior staff.

The post holder will work in a team with a Finance Manager and Pastoral Support Worker (who oversees attendance administration).

Key responsibilities

1. Provide administrative, and organisational services to the school (overseeing communication systems, school diary, managing the timetable and bookings of clubs, HR administration and day-to-day admin/front desk support)
2. Liaise with pupils, parents/ carers.
3. Liaise with other staff and external agencies.
4. Analyse and evaluate data and information and run reports for statutory returns such as the school and workforce census.
5. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages.
6. Organise meetings and take notes.
7. Process forms, returns, etc., including those to outside agencies.
8. Contribute to the planning and development of administrative procedures and systems.

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

1. Respond to reception and visitor enquiries.
2. Organise arrangements for school visits and events.
3. Support the attendance lead with attendance information
4. Undertake personnel/HR administration, such as DBS checks and input information into the schools single central record (SCR)
5. Monitor and manage a limited range of stock within an agreed budget.
6. Assist with producing marketing and promotion material for the school.



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.

Job Context

- The school has a team of administrative staff who provide the full range of reception and administrative functions.
- Works within clear guidelines but deals with unexpected problems.
- Involved in decision-making and planning of the administrative service but has access to a supervisor for more difficult issues.
- Follows daily and weekly routines with some monthly and annual tasks such as returns.
- Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues.

Knowledge, Skills & Abilities

- Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.
- Knowledge and skills equivalent to national qualifications level 3.
- Carries out a variety of tasks within set frameworks; requires creative skills for e.g., developing administrative procedures. Analytical skills for monitoring and analysis of information and data.
- Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues
- Most tasks require keyboard skills used with precision and speed.

Supervision

- Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues.
- Makes decisions about own administrative work. Decision-making is short term; more complex decisions are referred to senior staff.
- Regular day-to-day allocation of work to others, requiring occasional supervisory responsibility.

Problems, Demands & Decisions

- Assesses and resolves day to day problems, such as completing statutory returns, book-keeping or school publication issues.
- Dealing with a range of interactions with visitors/ parents, resolving issues.
- Works within clear guidelines but deals with unexpected problems. Involved in decision-making and planning of the administrative service but has access to a supervisor for more difficult issues.



- Concentration for administrative tasks; work is regularly interrupted.
- Exposure to emotionally demanding situations is infrequent.
- Has contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.

Dimensions

- May handle small amounts of cash; may select, order and store supplies within a limited range.
- No overall budget responsibility.
- Responsible for the maintenance and updating of records and systems; may select, order and store supplies within a limited range.

Physical Effort

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

Working Environment

- Work is normally carried out in an office environment.



Person specification

Qualifications and training	<ul style="list-style-type: none">• First aid training (or willingness to complete it)• GCSE or Basic level of English and Maths (or equivalent)
Experience	<ul style="list-style-type: none">• Carrying out administrative tasks• Dealing with face-to-face and telephone interactions• Working with children or young people• Working and collaborating within a team
Skills and knowledge	<ul style="list-style-type: none">• Good oral and written communications 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 including word processing, 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
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• Embraces change well• Deals with difficult situations effectively• Supportive of the school's Christian ethos