



**JOB DESCRIPTION – Office Administrator**

**Grade:** 5 (£24,054 to £25,409)

**Hours:** 35 hours per week

**Contract Type:**  Permanent

**Accountable to:** Headteacher

**Purpose of post**

* To operate, maintain and develop the administrative procedures and systems of the school in co-operation with the Headteacher and Governors, ensuring that all legal and safety requirements with regard to people and property are met
* To provide an effective and efficient running of our busy office
* To be responsible in co-operation with Head Teacher for the school site and its buildings, their maintenance, development and efficient use
* 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 Gloucestershire Safeguarding Children’s Board and the school’s safeguarding policy
* To undertake any duties not listed below that are commensurate with the level of responsibility of the posts

**Duties and responsibilities**

* To answer the telephone and respond to emails in a friendly, professional and efficient manner and record and pass on messages as appropriate. Relaying information to relevant people
* Opening, distributing and responding to post and e-mails
* To provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner
* Assisting the Headteacher with producing documents, forms and any other tasks to support the school’s administration
* Fielding calls from reps, keeping track of diary dates and appointments for school events and the head teacher’s diary
* To accurately maintain the shared calendar and update school information on the website
* Ensure school security arrangements are always complied with, including the issue of visitor’s badges, ensuring signing in book completed and asking visitors to adhere to the safeguarding profile
* To check photo ID and record DBS numbers where appropriate
* Updating and maintaining DBS and Single Central Register (SCR)
* Ensuring the environment of school office, store cupboard and reception area are kept tidy. To include keeping current the notice boards and photograph boards and swift distribution of deliveries
* Monitor the running of clubs and contact parents
* Ensuring all school stock requirements are ordered following the school financial procedures.
* To accept, sign for and check off deliveries as appropriate
* To provide hospitality including refreshments for visitors to the school
* Manual staff absence recording
* Provide first aid support when required
* Ensure all information is treated confidentially and have absolute discretion at all times
* Ensure that all duties and responsibilities are discharged in accordance with the School’s Health and Safety at work policy
* To adhere to and enforce all of Slimbridge Primary Schools ethos and policies

# Administration

* To manage the administrative function including school reception, photocopying and records
* To prepare and produce all school records, progress reports, annual reports, letters, tickets pertaining to specific school events or activities, questionnaires and publications, including the school prospectus and website when appropriate
* Responsible for using school debit card to order items for After School, Breakfast and Snack Clubs and passing on information to Finance Officer for processing.
* To manage the Parentpay account for email and text communications to keep parents informed and set up payment options for Parentpay
* Raise invoices and inform parents of outstanding fees for After School/Breakfast Clubs Little Otters nursery etc., keeping whole school payment records up to date and contacting outstanding accounts for payments
* To collect and maintain records of payments for trips, swimming etc. and chase outstanding payments
* To monitor the maintenance of pupil records including, when appropriate, the assessment process, medical history, previous schools, UPNs, contact numbers etc., up-dating as required
* To implement effective emergency procedures for school closure and evacuation of visitors should emergency arise
* To maintain an efficient filing system in the school office
* To deal with enquiries from prospective parents
* To prepare admissions pack
* To keep records of admissions and leavers, as well as all aspects of administration with regard to September intake and movement of pupils, including CTF system through secure data transfer
* To act as correspondent for the DfE and LA, to be responsible for the records and returns required, including Pupil Census (PLASC)
* To be responsible for obtaining the necessary licenses and permissions, ensuing relevance and timeliness
* To act as key holder of the school to enable emergency access or access out of school hours
* To contact and organise attendance of contractors with regard to minor repairs, annual maintenance and servicing
* To be responsible for the systems and general management of the school’s administrative and financial network, the implementation of appropriate Management Information systems and the computerisation of the administration and records systems. To act as System Manager for the administrative computer network
* To deal with all aspects of admin photocopying including ordering supplies
* To produce snack, milk and lunch lists and contact parents regarding outstanding payments
* To order (online) stock for school resources, Breakfast/Afterschool club and Toast, cleaning and toiletry supplies
* To handle all other matters of an administrative nature which may arise, which includes communications with staff in school and outside agencies
* Manage single central record and collect data as required, complete DBS applications. Register new teachers to the school through DfE. Check right to work in UK.
* Maintain staff signing in system. Complete absence returns on SIMS.
* To undertake filing and photocopying; to assist users with the operation of the photocopier including changing inks and attempting to resolve issues
* Trip administration organization

**Attendance**

• To check attendance is completed daily and accurately onto the SIMs system

• To monitor attendance, absence and prepare letters to parents from the Headteacher

• To produce attendance reports for the Headteacher, EWO and governing body using SIMS

• To liaise with the Headteacher to address persistent absenteeism

• To sign children in and out of school

• To contact parents when children are ill and need to be collected from school.

• To provide weekly attendance figures for class award.

**Specified working hours:** Variable depending with a short term’s notice but initially 35 hours between the hours of 8am and 4.30pm Monday to Friday.

**Special Conditions**

The post holder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the School as identified within the School’s strategic plan and in consultation with the post holder.

*Slimbridge Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.*

**Having read and understood the job description above, I accept this as a reflection of the job for which I am being employed:**

|  |  |
| --- | --- |
| Postholder’s Name |  |
| Signature |  |
| Date |  |
| Head Teacher or Line Manager |  |
| Signature |  |
| Date |  |

**KINGSWAY PRIMARY SCHOOL Person Specification for**

**Office Administrator**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications & training | * have a good standard of English and Maths to GCSE pass level * excellent communication skills, both verbal and written * IT literate with experience of Microsoft Excel and Word, Office 365 * Keyboard schools * Data inputting skills | * experience of schools MIS systems such as SIMS or FMS * experience of ParentPay * experience of Dfe portal access * First Aid at Work |
| Experience | * work on own initiative and as part of a collective * worked in an office environment/school environment | * Manage admissions and transitions |
| Professional Values | * wish to work within a school and be sympathetic to the school’s ethos and aims and meet the expectations of the school’s governing body * establish and maintain good professional relationships with pupils, parents and colleagues * adopt a flexible approach to working * able to work with children and enjoy their company |  |
| Knowledge and understanding | * be confident in the use of email and database programs | * understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion |
| Skills | * promote the school’s aims positively * establish and develop appropriate relationships with parents, governors and local community * communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g. pupils, staff, parents, visitors; * promote a positive working  environment; * be able to prioritise workloads; have excellent time management and organisational skills; * be able to work under pressure and meet deadlines * produce accurate work * be able to use initiative |  |
| Personal characteristics | * knowledgeable and competent * punctual, dependable and trustworthy * approachable and empathetic * creative and enthusiastic * organised and resourceful * committed and confidential * of smart appearance * a sense of humour * patient, courteous and positive |  |
| Special requirements | * have or be willing to undergo an Enhanced DBS disclosure check * be willing to undergo a pre-employment health check |  |