

Office Administrator - Job Description

MANAGE RECEPTION DESK
<ul style="list-style-type: none">• Be first point of contact for all visitors arriving at the school• Deal with all incoming calls and enquiries to the school office• Respond to messages promptly and accurately, passing on information to relevant staff members as necessary• Ensure all visitors to the school us the correct signing in procedure according to our safeguarding policies. Check identification, documents as necessary and providing them with correct• Ensure all supply teachers are provided the correct documentation o n arrival
GENERAL ADMINISTRATION
<ul style="list-style-type: none">• Update and maintain the school calendar• Update and maintain our information systems to ensure accurate student/parent information is held. This includes inputting all new pupils into our systems.• Manage the school's office email inbox, ensuring emails are responded to and forwarded to the relevant staff member in a timely manner• Organise and distribute incoming and outgoing post• Carry out filing, printing and photocopying. Maintain the operation of the printers, resolving any issues as they arise• Update completed paperwork from parents• Send all emails/text messages to parents via our Eschools system as directed by the Senior Leadership team, School office or other staff members.
ATTENDANCE ADMINISTRATION
<ul style="list-style-type: none">• Monitor and maintain accurate record of pupil attendance, producing reports as necessary• Monitor and record the late arrival of pupils• Contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
FIRST AID/MEDICINES
<ul style="list-style-type: none">• Administer first aid to anyone who is sent to the school office• Manage and administer any medication that is required to children• Ensure accurate paperwork is held for any medication that is administered• Ensure our first aid cupboard and packs are well stocked all medicine is in date• Prepare all first aid kits/boxes for school trips• Maintain our medical needs list
SCHOOL CLUBS
<ul style="list-style-type: none">• Prepare google forms for all our internal and external clubs according to our school club timetable• Ensure all lists are updated and maintained and parents informed if they are on a waiting list• Contact parents/carers if a child has attended school but not attended the club they are registered for, ensuring all safeguarding procedures are followed

Experience	
Qualifications	<ul style="list-style-type: none">• Equivalent of GCSE A-C in English and Maths Essential

	<ul style="list-style-type: none"> • Experience of working in an education environment in an administrative or comparable capacity. Desirable
Knowledge & Skills	<ul style="list-style-type: none"> • Good numeracy and literacy skills, and a demonstrable ability to apply these across a range of detailed work tasks that require accuracy and attention to detail. Essential • The ability to confidently use a range of ICT software packages and systems, identifying and utilising those considered to be the most efficient and effective for individual work tasks. Essential • Understands and responds to the needs of customers aiming to always give an efficient and effective service Essential •
Personal Qualities	<ul style="list-style-type: none"> • Effective interpersonal skills that can be adapted based on the audience, coupled with an ability to manage difficult conversations and potential conflict. Essential • Able to work under pressure to organise and prioritise work to meet deadlines. Essential • Able to work flexibly and constructively both as part of a team and under own initiative, contributing to maintaining a positive and enabling environment. Essential