

Office Administrator - Job Description

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| 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 use 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 on 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 | |

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

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| | <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 |