

Job Description
School Office Administrator

These tasks may vary depending on the Grade of the role at appointment.

TASKS

Organisation

- Undertake reception duties sometimes dealing with complex reception/visitor etc. matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Assist in arrangements for school trips, events etc.as required
- Supervise, train and develop staff as appropriate
- Assist with pupil first aid/welfare duties

Administration

- Manage manual and computerised record/information systems (Integris, IBC, Parent Pay, Parent Mail & BPS)
- Provide clerical/admin support to School and Governing Body, undertaking administration of complex procedures
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal, admin and organisational support and guidance to other staff, pupils and others as required
- Assist with completion and submission of forms and returns, including those to outside agencies e.g. DfES / census
- Assist with the administration of payroll systems

Resources

- Operate relevant equipment and ICT packages (Microsoft & Google - effective use of word & excel required)
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage 'shops' within the school (ie uniform and tuck shop)
- Undertake research and obtain information to inform decisions
- Assist with procurement and sponsorship
- Assist with marketing and promotion of the school- website, FOS and wider community
- Assist with management of facilities including lettings
- Undertake general and sometimes complex financial administration procedures eg ordering and invoicing
- Assist with the planning, monitoring and evaluation of budget
- Manage expenditure within an agreed budget

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Maintain strict confidentiality and high professional conduct at all times
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Any other duties as required by Head Teacher or Senior Leadership Team