

Office Administrator Job Description 2025

Safeguarding	<ul style="list-style-type: none"> • Update and maintain the Single Central Record with colleague • To check attendance registers twice daily checking anomalies • Distribution of Safeguarding documents to all staff. • Recording receipt and confirmation of reading of safeguarding documents issued to staff and chasing where necessary
Welfare	<ul style="list-style-type: none"> • Maintain accurate medical records and medical alert sheets • Administering medicine to children • To liaise with parents regarding pupils sickness/injury • To assist with visits from the nurse, dentist etc • To assist with the general welfare of pupils • To ensure medicines held within school are in date. • To check and maintain lunch registers and order lunches. • To maintain and update the bus register
Reception	<ul style="list-style-type: none"> • To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate • To ensure school security arrangements are always complied with, including the issue of visitors badges and signing of the visitors book • To accept and sign for deliveries as appropriate • To provide hospitality for visitors to the school
Clerical	<ul style="list-style-type: none"> • Be responsible for the communication system, i.e., by e-mail between the school and parents/governors. • Check and send out school newsletter • Maintain and update electronic and paper diaries • To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier • Sending of outgoing post and sorting incoming post including the purchase of stamps • To undertake routine data input and typing • To provide general clerical support as required • To assist with lost property • Archiving and shredding of data in accordance with Regulations
Finance	<ul style="list-style-type: none"> • Monitoring and maintenance of stock • To assist with the administration of school visits in liaison with the teaching staff, including booking transport and collating money and responses from parents including termly swimming lessons • Arranging termly contract with music teachers, completing termly and collating income from parents • Assist in the collection of dinner monies and free school meals liaison with parents • To collect, record and issue receipts for other monies as required, including school uniform, trips and photographs • To prepare monies for banking although the aim is to be a cash free school

Data Control	<ul style="list-style-type: none"> • Be responsible for all administration arising from staff absence • Book Staff CPD and maintain associated records • Maintain Staff training records associated with Health and safety, First aid and Safeguarding • Maintain Integris Pupil Data management system for all pupils, initiating new files for new entrants and exporting information for those pupils leaving the school • Issuing annually pupil data sheets to parents, monitoring return and updating accordingly
GDPR	<ul style="list-style-type: none"> • Maintain master GDPR record • Maintaining data flow mapping, regular staff training on GDPR, reviewing policies/privacy notices. • Ensure compliance with retention rules and IGS regulations • Undertaking annual audits with IGS • Issuing and maintaining staff email addresses • Liaise with Governors and Headteacher to ensure aware of procedures/policies and compliance issues • FOI and security incident reporting
Administrative	<ul style="list-style-type: none"> • To take responsibility for dealing with complex enquiries or difficult visitors to the school • To draft correspondence, policies and other documentation to the Headteacher's specification • Complete such returns as may be required by the LEA, DfES etc • Word processing • To book supply cover for teachers • Dealing with enquiries from officers and employees of the LEA, workers and contractors and where appropriate in liaison with the Headteacher • Maintain and update the inventory • Review and monitor effectiveness of systems and procedures to ensure they are efficient and robust. Developing and improving as necessary including implementing new working practices and databases. • Assist with other community/PTA events within the school
Premises	<ul style="list-style-type: none"> • Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage • To assume initial responsibility for the resolution of all site-related issues and to identify and prioritise maintenance requirements and prepare and organise work programmes • To arrange for contractors to carry out first line repairs and maintenance which are not beyond the competence of the staff concerned • Drawing up, or assisting in the drawing up of specifications for work to be undertaken by contractors

	<ul style="list-style-type: none">• Obtaining three quotes for work to be undertaken (where possible) and liaising with contractors and Chair of Premises• Arranging for works to be undertaken and monitoring the progress of projects involving outside contractors• Arranging annual maintenance and service contracts for systems and equipment.• Maintain schedule of regular works to be completed, ensure up to date public and employers liability schedule for contractors held• Liaise with the Consortium Health and Safety Advisor• Monitor heating oil level and order in time
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