

**Job Profile: Office Administrator****Job Title:** Office Administrator**Location:** Academy**Reports To:** Office Manager**Grade:** Grade C**Job Purpose:**

The Office Administrator provides comprehensive administrative support across various functions, including reception duties, student attendance and record management and finance administration. This role ensures efficient communication between the school and its stakeholders, contributing to the smooth and effective operation of the school's day-to-day activities.

**Key Responsibilities:**

- **Reception and Front-of-House:**

To serve as the first point of contact for visitors, parents, and external agencies, greeting them in a professional and welcoming manner. Responsible for answering phone calls, responding to emails, and directing inquiries to the appropriate staff members. Managing the signing-in and signing-out process for visitors, ensuring full compliance with safeguarding protocols. Ensure the office and school premises remain tidy, organised, and well-maintained, working with the site team as necessary.

- **Administrative Support:**

Provide general administrative support, including filing, photocopying, and managing documentation. Maintain accurate student records in compliance with GDPR, and assist in preparing reports, newsletters, and meeting agendas. Ensure activities follow safeguarding and confidentiality protocols. Coordinate the booking of school facilities. General administrative support to the Headteacher and leadership team as needed.

- **Marketing and Communication:**

Ensure effective communication between the school, parents, staff, and stakeholders by responding to enquiries promptly. Support the distribution of newsletters, events and notices. Assist with organising school events, trips, and activities, and manage meeting schedules, agendas, and minutes.

- **Attendance and Records Management:**

Record and monitor student attendance, liaise with parents about absences, and ensure accurate records are maintained. Support the Office Manager and Trust's People Team in maintaining staff attendance, managing leave requests, and ensuring compliance with absence documentation.

- **First Aid responsibilities:**

Assist with first aid duties, ensuring a safe environment for students and staff. Administer basic first aid for minor injuries, maintain first aid supplies, and keep accurate records. Liaise with parents and healthcare professionals on pupil health matters, ensuring documentation is completed in line with school policies.

- **Finance Administration:**

Supporting the Finance Manager and academy staff with processing income and expenditure, for example posting invoices, capturing and processing parent payments. Processing orders and monitoring goods received and distribution across the academy, identifying cost-saving opportunities and supporting efficient financial resource use. Being the point of contact for academy staff in all finance related matters, such as expenses and escalating any issues to the Finance Manager as appropriate.

### **Person Specification:**

#### **Essential:**

- Previous experience in an administrative or reception role, ideally within a school or educational environment.
- Excellent verbal and written communication skills, with the ability to interact professionally with staff, parents, and visitors.
- Strong organisational skills with the ability to manage multiple tasks and priorities in a busy environment.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and experience with school management systems.
- High level of accuracy and attention to detail in managing records and handling administrative tasks.

#### **Desirable:**

- Experience with financial processes such as invoicing, purchase orders, and petty cash reconciliation.
- Understanding of staff attendance, leave requests, and absence management.
- Knowledge of safeguarding policies and procedures within a school environment.

#### **Personal Attributes:**

- A friendly, professional, and approachable manner when interacting with staff, students, parents, and visitors.
- Ability to work collaboratively with colleagues and contribute to a positive and supportive team environment.

- Strong problem-solving skills and the ability to respond to unexpected situations in a calm and efficient manner.