

Office Administrator Job Description & Person Specification

Office Administrator

Grade 2 (SCP 4-6) £25,185-£25,989 (FTE salary)

Full time, term time only plus 5 days, 8.15 – 3.45pm Monday to Friday

(Some flexibility may be offered for the right candidate)

PURPOSE OF POST

To provide efficient administrative support to ensure the smooth day-to-day running of the school. The post holder will act as the first point of contact for visitors at the main school reception. They will support the Headteacher and Business Manager with a range of administrative duties, including photocopying, managing registers, welcoming and signing in visitors, maintaining and updating school systems, answering telephone calls and emails, and ensuring messages are communicated accurately and promptly.

Reporting To

Headteacher

Key Tasks

1. Provide an efficient administrative service to the school, including reception duties, reprographics, maintaining and updating records, and answering telephone calls and emails.
2. Support financial administration, including processing orders, receiving deliveries, maintaining records, and liaising with relevant staff.
3. Carry out updates and maintenance of the school's Management Information System (MIS).
4. Administer pupil registers and undertake attendance-related administration.

Administration

1. Act as the first point of contact at the main reception, welcoming visitors and ensuring all procedures are followed in line with Cranmer Education Trust (CET) safeguarding, visitor and volunteer policies.
2. Manage and oversee school communications, including letters, text messages, emails and telephone enquiries, ensuring prompt and professional responses.
3. Maintain accurate pupil records, including admissions, leavers, start and end of year processes, and the production and submission of statutory returns such as the school census.
4. Record and monitor pupil attendance using the Bromcom Management Information System and support the Senior Leadership Team with attendance tracking and reporting through Attend.
5. Manage admissions and leaver processes, providing support and communication to families throughout admission and transition periods, and liaising with the Local Authority in accordance with school policies.
6. Support school marketing and community engagement activities by updating the school website and social media platforms, ensuring compliance with data protection requirements and photograph permissions.
7. Provide administrative support for educational visits and school trips, including the collection of permissions, maintaining records, and communicating information to families.

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8. Work closely with site staff to support the safe and secure operation of the school and assist with associated administrative tasks.
9. Deliver administrative support to all staff across the school as required.

Finance

1. Support the School Business Manager with ordering goods and services, monitoring deliveries, and ensuring items are distributed appropriately.
2. Assist the School Business Manager in maintaining an up-to-date register of service contracts and agreements.
3. Manage school banking processes and complete associated reconciliations in accordance with financial procedures.
4. Undertake routine financial administration, including processing purchase orders, invoices and maintaining accurate financial records.

Standard Duties

1. Promote and comply with safeguarding and child protection policies and procedures in all areas of responsibility.
2. Demonstrate a commitment to inclusion, equality and diversity, promoting equal opportunities for pupils, staff and visitors.
3. Uphold and promote the values, vision and ethos of the school and Cranmer Education Trust.
4. Implement and adhere to all school policies, procedures and codes of practice.
5. Support the school's Health, Safety and Welfare Policy, taking responsibility for personal health and safety and that of others, reporting concerns promptly and contributing to site security.
6. Participate fully in staff training, development activities and meetings, and actively seek opportunities to enhance personal and team performance.
7. Keep abreast of developments in technology and administrative practices, making recommendations for improvements to systems and procedures where appropriate.
8. Undertake any additional duties commensurate with the grade and responsibilities of the post.
9. Whilst every effort has been made to outline the main duties and responsibilities of the role, this job description is not exhaustive and may be amended to meet the changing needs of the school.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

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Office Administrator	Essential / Desirable	Application Interview Test
Education & Qualifications		
Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework	E	A
NVQ 2 in Business Administration or EDCL qualification	D	A
Willingness to gain first aid qualification	E	A
Experience		
Experience of working in a school setting	D	A / I
Experience of administration/office-based work	E	A / I / T
Experience of undertaking reception duties and providing high levels of customer care	E	A/I
Experience of undertaking a range of administrative tasks, including basic financial tasks	E	A/I/T
Skills & Abilities		
Excellent customer service and communication skills	E	A / I
Competent in Microsoft Word and generally IT literate	E	A/I/T
Problem solving skills to interpret information and situations to solve straight forward problems	E	A/I
Organisational skills to prioritise work and complete tasks to deadline	E	A/I/T
Personal		
Commitment to safeguarding and promoting the welfare of children	E	A / I
Commitment to working with confidentiality and discretion		
Understanding of equal opportunities and inclusion, and how they apply in a school setting		
Support the Christian ethos of the school	E	I
Professional resilience and a positive approach		
Ability to work flexibly including responding to pressure points	E	A / I