

Office Administrator Job Description

Job title: Office, Finance and Premises Administrator

Reports to: Headteacher

Hours: 13 hours

38 weeks – Term time only

Scale 2, Points 4-5

Job Purpose: To provide an effective service to the school to enable the school to achieve its vision. To ensure the smooth running of the school office, pupil administration and parent communication. To ensure the school is compliant with regards to premises, facilities, finance, HR, safeguarding administration, policy management, GDPR and H&S.

All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the school development plan
- Support and contribute to the school's responsibility for safeguarding pupils
- Respect confidentiality of information at all times
- Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- Work within the school's diversity policy to promote equality and equitable opportunity for all staff and pupils, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process
- Adhere to policies as communicated upon induction and circulated if amended.
- Read weekly briefing notes and accompanying information as circulated via email
- Attend or complete online relevant training courses such as safeguarding, health and safety, including at INSET.
- Undertake any other reasonable duties required that are related to the job purpose from time to time

Principal accountabilities:

- To provide an efficient and effective support service that positively contributes to the school's learning objectives
- To efficiently manage the reception and security of all visitors to the school. Carry out administration tasks as needed.
- To understand and comply with data protection requirements and guidelines on confidentiality, child protection, health and safety and security, reporting any concerns to the appropriate senior manager.

Administrative

- To ensure effective and friendly operation of the front desk as the first point of contact for all visitors to the school including, school governors, parents and other stake holders as appropriate. Ensuring all visitor books are completed appropriately and safeguarding guidelines and policies are followed, including escorting visitors when required.

- To operate the school's telephone system: handling calls, forwarding or transferring calls, taking and appropriately relaying messages as required.
- To efficiently manage the school inbox replying, forwarding messages and making the appointments for the staff as appropriate.
- Respond to standard requests for information
- Take responsibility for document and data management and for reviewing existing systems
- Sort, distribute and respond to correspondence and emails on behalf of the school.
- Ensure all communications are delivered to the standard required by the school and the local authority.
- Keep main reception and office tidy and organised.
- To undertake administrative tasks as directed by line manager or Head Teacher.
- To co-ordinate school events including school photographs, weights and measures, in school immunisation, Bikeability and vision screening.
- To maintain the electronic school diary adding and removing content as appropriate.
- To update and maintain Management Information System (MIS) Bromcom
- To maintain pupil records (electronic and paper as appropriate) including the collation and dissemination of pupil and school data and maintenance of attendance and dinner registers, catering returns and uniform policy.
- To supervise the administration and serving of school meals, supporting and supervising pupils during lunchtime.
- To work with our DPO, to ensure administration of GDPR processes in school and monitor to ensure we are adhering to all data protection guidelines.
- Maintain filing systems including archiving, transferring and destroying records as necessary to comply with regulations (e.g. GDPR) and school policies.
- To deal with the administration in connection with pupils, new pupils and pupil transfers, including setting them up on Bromcom.
- Produce Common Transfer Files; upload/download CTFs to S2S website.
- To maintain filing systems.
- Follow up and record pupil absence in line with policies including producing statistical information on pupil attendance from Bromcom as required and liaise with the Head Teacher and EWO regarding concerns and enacting agreed actions in line with school policy
- To receive all post and deliveries (excluding food) and ensure deliveries are checked against delivery notes and post distributed in a timely fashion.
- Undertake the posting of outgoing mail.
- To care for sick pupils, operating as a trained First Aid and contacting parents where required in line with school policies.
- Co-ordinate the collation, publication and distribution of the school newsletter.
- To maintain the school website, working in partnership with other staff members to keep the school website updated.
- To maintain staff and parent handbooks
- To ensure all safeguarding procedures, including for staff and volunteers are in place and adhered to, in consultation with the Headteacher, particularly in ensuring all DBS checks are completed in a timely and complete manner and maintenance of the school's Single Central Record (SCR) in accordance with agreed principles & formats.
- To assist in the recruitment and, induction of all staff to ensure full compliance with safer recruitment procedures including Prevent.
- To work alongside administration and site staff to support the day-to-day smooth running of the school
- To assist the head teacher in producing/updating the equality plan ensuring the school meets current legislation and LA guidelines.
- To support the Headteacher to prepare a disaster recovery/resilience plan and be aware of its place within the management procedures of the school. To regularly update the plan and review for effectiveness.
- To produce updates/reports to the Governing Body and premises related matters and future projects.
- To maintain the schools inventory of electrical and valuable items as part of a complete Assets Register.

- To prepare returns and reports for the Headteacher, governors, DFE, LA and other agencies within statutory deadlines.
- To manage the review of school policies and support the updating of policies where required and maintain a register and reference point for all school policies.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake any other duties of a similar level and responsibility as may be required.

Finance duties

- To coordinate bookings and financial management of school trips, music tuition etc
- Attend Finance, Personnel and Premises meetings and advise on the financial situation as required.
- To ensure all orders are processed through the school purchase ordering system and orders have been received correctly in liaison with budget holders.
- To act as the initial collection point for monies received from pupils and staff and ensure the accurate recording and processing of all monies (cash, cheques and online payments) in line with school procedures.

Premises & Catering

- Liaise with the school catering team ensuring effective administration of meals.

Health and Safety

- To maintain appropriate materials in the First aid box
- To ensure the medical board and lists are up to date
- To be responsible for the administration of medication
- To be responsible for emergency medication
- To complete required meter readings
- To maintain the security of the building including being a keyholder as required.

General duties

- Undertake all the required training (Bromcom, First Aid, Safeguarding, H&S)
- Undertake any other tasks as required by the Senior Leadership Team, which are considered commensurate with the job purpose and grading.

Office Administrator Person Specification

Criteria	Essential	Desirable
Qualifications		
English & Maths to GCSE (or equivalent) A-C grade standard	*	
Relevant qualifications including secretarial qualifications		*
First Aid trained		*
Work-related experience – Experience of:		
Working within a school setting.	*	
Working within a busy office environment.	*	
Working as part of a team.	*	
Administering school systems (e.g. Bromcom, SBS).		*
Using computers for office administration.	*	
Handling confidential information.	*	
Knowledge and skills – The successful candidate will:		
Understand the importance of excellent customer service.	*	
Be adept at problem-solving, including being able to identify and resolve issues in a timely manner.	*	
Possess strong interpersonal skills.	*	
Be able to communicate clearly, both written and orally.		
Be organised, accurate and thorough in their work.	*	
Be dependable, able to follow instructions and respond to management directions.	*	
Have good working ICT knowledge including Microsoft Office.	*	
Have a willingness to extend skills through appropriate training.	*	
Understand the importance of confidentiality and the Data Protection Act 2018 and GDPR.	*	
Personal qualities – The successful candidate will have:		
Excellent verbal and written communication skills.	*	
Excellent time management and organisation skills.	*	
A flexible approach towards working practices.	*	
High expectations of self and a desire to maintain professional standards.	*	
The ability to work as both part of a team and independently.	*	
The ability to maintain successful working relationships with colleagues, parents and pupils.	*	
High levels of drive, energy and integrity.	*	
A commitment to equal opportunities and empowering others.	*	
A commitment to supporting others.	*	
An excellent understanding of confidentiality.	*	
A warm, engaging and transparent personality.	*	
A commitment to promoting high quality and consistent practices.	*	
Dedication to their professional development and achieving desired qualifications.	*	
An ability to plan and take control of situations.	*	

A commitment to contributing to the wider school and its community.	*	
The ability to handle a demanding workload and to be able to successfully prioritising work.	*	
The ability to be professionally assertive and demonstrate clear thinking.	*	
Team player skills with the ability to also work using their own initiative.	*	
The willingness to go the extra mile.	*	
An ability to quickly adapt to changes.	*	
The willingness to support our Christian Values	*	
A commitment to fully understanding and adhering to our Safeguarding procedures.	*	

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes