

Job title:	Office Administrator
Hours of work:	See advert details
Salary:	Grade 4 (point 5 to 6)

Purpose

Reporting to the School Office Manager you will provide full administrative support to the school community.

Administrative Duties

- Provide an effective and robust front of house service and admin support to the school, adhering to safeguarding regulations at all times.
- Issue communications and letters to parents, staff and pupils as required
- Support the organisation of school events, trips and related administration;
- Support the completion of statutory returns e.g. forms for DfES, Area Health, etc
- Deal with telephone and face to face enquires from all school stakeholders
- Photocopy documents and letters for distribution
- Maintain appropriate files of all communications issued both electronically and hard copy – store on the shared area
- Utilise Parentmail for communications and be responsible for any queries with Parentmail and getting parents/staff registered
- Deal with all deliveries into school ensuring delivery matches purchase order. Distribute to staff as appropriate
- Deal with all post in and out of school
- Adhering to financial regulations at all times
- Assisting with the management of stock items held in school.
- Assist in Year-end procedure (academic year)

Data Management

- Responsible for the management of schools information management systems.
- To ensure pupil records are up to date and accurate
- Add and remove pupil records as necessary
- Import and export records through the school to school transfer CTF system
- Email other school settings for data when pupils have arrived from out of authority

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.

- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post

It is a requirement that all our staff have an enhanced DBS check. The School is committed to the welfare and safeguarding of all pupils and staff. All appointments are subject to detailed and satisfactory references and health check being received.

Person Specification

Experience

- Demonstrable office experience including the development, management and operation of administrative systems.
- School office experience desirable.

Qualifications / Training

- Relevant NVQ Level 3 or equivalent qualification or experience in relevant discipline.
- Very good numeracy and literacy skills.
- Willing to undertake the relevant training as required.

Practical Skills

- Effective use of ICT packages
- Very good keyboard skills
- Ability to use relevant technology and equipment e.g. computer/keyboard/photocopier
- Ability to plan and develop systems

Personal Qualities and Attributes

- A Knowledge of Equality & Diversity issues.
- Ability to understand and relate well to children and adults.
- Able to work constructively as part of a team
- Ability to identify own training needs and willingness to participate in training and development opportunities.
- To comply with the Schools commitment to the protection and safeguarding of children.

Additional Information: Priory Primary School *is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS Clearance, TRA Teacher Services, Qualification and ID Checks*