



## Job Profile

<b>Position</b>	Office Administrator
<b>Salary Scale</b>	Grade 4, Scale point 9-10 £24,404 - £24,790 pro-rata (Actual salary £21,622 - £21,964 )
<b>Contract type</b>	Permanent
<b>Hours of work</b>	Monday - Friday (37 hours – between 9am & 5pm with a 30 minute unpaid lunch break) Term Time, including INSET days, + 1 week Paid WPY 46.2
<b>Responsible to</b>	School Business Manager/SENCo

## Main purpose

Academy Administrators act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions. They are responsible for providing a high level of administrative and organisational support across the academy.

## Key Duties

- Meeting and greeting parents, pupils and visitors and answering all incoming calls, both internal and external, redirecting and taking messages as necessary.
- Sign in visitors according to the school safeguarding policy.
- Deal with enquiries from visitors, parents, governors, staff and pupils and maintain school records.
- Receive incoming goods/post and forward these to appropriate staff.
- Housekeeping of the front office area.
- SEN duties, including maintaining electronic pupil records, producing reports, assist SENCo with referrals, maintain care plans and medication forms.
- Responsible for pupil, medical related, risk assessments.
- Support with attendance administration, monitoring the absence line and incoming messages. Checking pupil attendance marks and sending first day response messages and making calls. Ensuring accurate records are maintained.
- Work alongside the Pastoral Officer issuing letters and messages regarding lateness and absence.
- Working in conjunction with the office team:
  - Responsible for the admissions process (new Reception intake and in-year) from start to finish e.g., monitoring the Schools Admission Module, liaising with the Admissions Team, processing applications, managing waiting lists for all pupils, managing appeals admin etc. Ensuring the preadmissions data processing and transition data collection are provided to the Senior Leadership Team and SENCo.
  - Ensure the leaver's process is followed, e.g., log-ins disabled, outstanding fees requested, file sent on to receiving school ensuring safeguarding procedures are followed,
- Monitor and trace Children Missing in Education.



- Liaise with local health authority regarding medical and dental inspections for pupils.
- Maintaining and updating systems, i.e Arbor, Medical-Tracker, Relish, Marvellous Me.
- Monitoring pupil free school meal entitlement.
- Issuing FSM holiday vouchers.
- Make room bookings for external agency meetings.
- Preparing letters to be sent to parents.
- Assist with the completion and distribution of two weekly newsletters.
- Sending communications to parents using the school communication system, Arbor.
- Supporting the administration and payments of clubs and school trips.
- Maintain existing and develop new systems to ensure efficiency and effectiveness.
- Ensure all information is treated confidentially and work with discretion and respect at all times.
- Complying with the school data protection procedures.
- Carry out first aid and administer medicines.
- To carry out the above duties in accordance with the Trust's Policies and Guidelines.

**Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Office Administrator will carry out. The postholder may be required to do other duties appropriate to the level of the role.**

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the academy and beyond
- To represent the academy at events as appropriate
- To support and promote the academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Headteacher.



## PERSON SPECIFICATION

### Senior Office Administrator

	Essential Criteria
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE Grade C or equivalent above in English and maths</li> <li>• A current First Aid certificate or willingness to undertake training</li> </ul>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and customer service skills</li> <li>• Advanced IT skills especially in word and excel</li> <li>• Ability to interpret information and complete tasks with attention to detail</li> <li>• Ability to follow instructions or work on own initiative as necessary</li> <li>• Ability to establish a rapport with pupils and their parents</li> <li>• Ability to organise and prioritise work effectively in order to meet deadlines and to maintain high standards at all times</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Previous school office work experience</li> <li>• Inputting data and generating reports from systems</li> <li>• Experience of producing documents of a high standard</li> <li>• Experience of setting up and maintaining systems</li> <li>• Working with children or young people</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge</li> <li>• A person who presents a friendly and professional image whilst maintaining a sense of calm</li> <li>• Ability to work on own initiative and prioritise to meet deadlines</li> <li>• Ability to work well within a team</li> <li>• Ability to work well under pressure and is very organised</li> </ul>