

Office Administrator

Job Description

Grade: GR2

1. Job Purpose

- 1.1 The provision of full support to the Head Teacher to ensure the effective administration of the school.

2. Key Responsibilities

- 2.1 To operate the MIS registration system on a daily basis
- 2.2 Investigate absences on a daily basis and issuing marks on a weekly basis to ensure absences are correctly coded
- 2.3 To monitor absence figures and liaise with the appropriate Managers
- 2.4 To pursue reasons for absence by telephone and in writing
- 2.5 To oversee the waiting lists for pupils seeking admission to the school and reviewing the lists at regular intervals
- 2.6 Ensure the provision of an effective administrative secretarial and clerical support to the Headteacher and other teaching staff as required in specialist areas.
- 2.7 Confidential work for the Head Teacher such as preparation of confidential reports, references on staff, pupils and probationary teachers.
- 2.8 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.9 To ensure all tasks are carried out with due regard to Health and Safety.
- 2.10 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.11 To adhere to the ethos of the school.
 - 2.11.1 To promote the agreed vision and aims of the school.
 - 2.11.2 To set an example of personal integrity and professionalism.

2.11.3 Attendance at appropriate staff meetings and parents' evenings.

2.12 Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation

Criteria	Essential	MOA
Education/ Qualifications NB: Full regard must be paid to overseas qualifications.	A* - C in GCSE English or equivalent	AF/C
Experience Relevant work and other experience	Experience in a general administration environment Experience of Microsoft Word package Experience of using database applications Experience of reception work	AF/I AF/I/T AF/T AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016 Able to communicate effectively and accurately both verbally and in writing Able to communicate in a clear and concise manner both on the telephone and face to face Ability to write clear, letters and reports Ability to complete work to the required standards of accuracy and presentation Ability to develop and maintain effective working relationships with a wide range of people	AF/I AF/I/T AF/I/T AF/I/T AF/I AF/I

	Ability to work on own initiative with minimum Knowledge of standard officer procedures Knowledge of standard office equipment	AF/I AF/I AF/I
Training	Willing to undertake job related training	AF
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.