

St Thomas More Catholic Primary School

Oxford Road Kidlington OX5 1EA



The
Pope Francis Catholic
Multi Academy Company



Headteacher: Mrs Julieann Exley

Tel: 01865 373 674

Email: office@stthomas-more.org.uk

Website: www.st-thomas-more.oxon.sch.uk

Office Administrator – Job Description

Hours:	32.5 hours per week – Monday to Friday
Salary	Grade 6 – Point 8 to 13 £20,852 pa to £23,023 pa pro rata
Contract	Term time only, working 38 weeks, paid 43.31
Line Manager	Senior Office Administrator

Administration

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Manage office emails on a daily basis
- To be a point of contact in assisting the Governing Body with new admissions.
- To be responsible for updating SIMs with all pre-admission and post-admission details.
- To maintain manual /computerised assessment module eg. data entry, reports.
- To maintain other manual/computerised records/management information systems eg. admissions register, free school meals register/pupil medical list etc.
- To undertake routine financial administration for banking/cash collections of clubs within academy etc and general
- correspondence to parents for funds through invoices and on School Gateway etc.
- To provide general clerical/admin. support for the academy office e.g. photocopying, filing, complete standard forms, respond to routine correspondence
- To produce lists/information/data as required e.g. pupils data
- To undertake typing and word-processing and other IT based tasks as required eg. weekly News Bulletins, parent's letters/information, Headteacher's correspondence, Policies etc as required, and other as can be reasonably requested to support other staff members.
- To assist in the distribution of mail.
- To undertake administrative procedures e.g. production of the academy prospectus/ preparation of new pupil folders/ files, index cards/etc.
- To maintain and collate pupil reports.
- To support the Senior Office Administrator with tasks, as directed, to ensure the smooth running and organisation of the administration office.
- Assist with pupil first aid and welfare duties, liaising with parents and staff
- Assist in arrangements for school trips, events etc.
- Provide general clerical and administrative support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records and management information systems
- Update and produce lists, information and data as required e.g. pupil and staff data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings

Chair of The Board of Directors: Mr Paul Concannon

An academy within The Pope Francis Catholic Multi Academy Company which is a company limited by guarantee and an exempt charity registered in England and Wales with company number 9113542 and registered address Addison Road, Banbury, Oxon, OX16 9DG.

Providing outstanding education for our children with 'The Joy of the Gospel' at its heart

- Update website & text parents with school information
- Maintain the free school meals register
- Record new pupils and leavers and forward CTFs when requested
- Assist with the monitoring of the dinner registers and school trips
- Book and record supply staff when requested

Resources

- To operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet/email)
- To assist with maintaining stock and supplies for curriculum and checking and distributing as required
- To provide general advice and guidance to staff, pupils and visitors
- Operate relevant equipment and ICT packages (e.g. word, excel, databases, spreadsheets, Internet)
- Assist with stock and supplies and distribute as required
- Undertake general financial administration e.g. processing orders

Other

- To be aware of and comply with all policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support differences and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To complete other tasks as required and as deemed necessary by the Headteacher or Senior Office Administrator.