



**Tudhoe Learning Trust**  
**SCHOOL OFFICE ADMINISTRATOR**



**Job Description**

Responsible to:	Head Teacher	
Responsible for:	No line management accountability	
Place of work:	Stephenson Way Academy & Nursery School	
Hours:	37 hrs per week	
Remuneration	Grade:	4
	SCP:	5-8
	Contract Term:	Term time only

**Role Summary**

The role of School Office Administrator involves acting a point of contact in school to welcome and carry out appropriate checks for visitors, parents, third party professionals, Trust colleagues, governors, directors and children. Answering the phone professionally and courteously and dealing with all incoming and outgoing correspondence. Maintaining school IT systems ensuring accuracy such as edubase, Arbor etc. Ensuring that an outstanding administrative services is provided and acting as an ambassador for the school.

**Role Duties and Responsibilities**

**General:**

- Promote and manage the reputation of the school by offering visitors to the school and professional and friendly welcome at all times.
- To resolve problems and answer queries swiftly and efficiently in a professional and friendly way.
- Operate Arbor and Sage effectively.
- Carry out all necessary administrative tasks in line with due process and regulation to ensure the smooth running of the school office.
- Attend training courses as necessary.
- Work collaboratively with colleagues, visitors, parents and other professionals.
- Set perfect example of behaviour, conduct, speech, presentation and attitude at all times.
- Deal with parents, pupils, governors and colleagues in a pleasant and professional manner.
- Ensure all databases in school are kept up to date with accurate and relevant information.
- Ensure the Asset Management System is up to date.
- Take minutes in meetings when required.
- Complete school census process as necessary for pupils and staff.
- Responsible for managing parent debt for school i.e. meals, trips etc.

**Pupils:**

- Complete necessary documentation for admissions and registration procedures, transfers to secondary school to include common transfer procedures, weekly and monthly electronic registration returns including the reporting of un-authorized absence.
- Oversee pupil illness and accident ensuring parents are informed swiftly keeping and maintaining appropriate records.
- Liaise with all feeder and other schools during child transfers to ensure a smooth transition to include the transfer of pupil records. This includes part year transfers and also the transition from year 6 to year 7.
- Collect monies from pupils in relations to dinner money, school visits etc and facilitate the banking of such money.
- Administer medications to children and ensure appropriate documentation is completed.
- Record school meals and liaise with kitchen staff about school dinners.

**Human Resources:**

- Recording of staff attendance and absence and liaising with Trust HR/payroll where necessary.
- Preparation of personal data for payroll.
- Taking minutes during staff meetings and briefings and ensure appropriate records are kept.
- Store securely and maintain schools single central record to include DBS vetting and disqualification by association requirements to ensure compliance with regulation and statute.
- To undertake school workforce census.

**Finance:**

- Manage petty cash.
- Checking of payroll prior to submission.
- Submit data collection surveys to EFA.
- Co-ordinate educational visits where necessary in conjunction with the HT/DHT.
- Administer text messaging service to parents.
- To raise orders within the Financial Management System and to process invoices accordingly in an accurate and timely manner.
- To be responsible for the banking of income and to oversee cash flow in the schools bank account.
- Administration of our cash collection system and to be responsible for implementation of procedures for collection of any bad debt.
- To comply with Academies Financial Handbook and the Trust Financial procedures
- To undertake any other duty in school that is commensurate with the post.

**Health and Safety**

- Liaise with kitchen staff, lunchtime supervisory assistants, caretaker and cleaners to include reporting any issues with furniture and equipment.
- Ensure any accidents are recorded accurately.



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**OFFICE ADMINISTRATOR (School)**



**Person Specification**

	Essential	Desirable	Method of Assessment
<b>Education, Qualification &amp; Training</b>	<p>GCSE in Maths and English - Grade C/4</p> <p>NVQ L3 Business Admin / School Admin.</p> <p>Continuing professional development.</p>	<p>HNC or Degree in Business Administration or equivalent</p>	
<b>Experience</b>	<p>Ability to produce and present information in a variety of ways.</p> <p>Experience of Word / Excel.</p> <p>Ability to collate data.</p> <p>Ability to process financial information.</p> <p>Confidence in handling cash.</p>	<p>Knowledge of working in a school environment.</p> <p>Knowledge of the education sector.</p> <p>Experience of Arbor &amp; Sage.</p>	
<b>Attitudes &amp; Abilities</b>	<p>Ability to use IT effectively.</p> <p>Prioritise workload and meet deadlines.</p> <p>Confident to work independently.</p> <p>Good verbal and written communication skills.</p>	<p>Experience of delivering outstanding customer care.</p>	
<b>Personal Attributes</b>	<p>Ability to work collaboratively with colleagues within and outside of the school.</p> <p>Professional telephone manner.</p> <p>Understanding of safeguarding</p> <p>Understand of data protection and confidentiality.</p> <p>Pleasant demeanour with a commitment to outstanding customer service.</p>	<p>Ability to adapt quickly and respond to changing environments and conflicting priorities.</p>	
<b>Working Arrangements</b>	<p>37 hrs per week.</p> <p>Term time only.</p> <p>Flexibility.</p>	<p>Ability to drive and access to a vehicle.</p> <p>Available to work outside contracted times, if required.</p>	