

## Job Description

<b>Title of post</b>	<i>Office Administrator</i>
<b>Salary</b>	<i>Grade C/D SCP3-6 (£22,737 - £23,893 FTE) Actual Salary £10,536 - £11,072</i>
<b>Hours of work</b>	<i>Monday to Friday 10-2 during school term time (including training days)</i>
<b>Line manager and responsible for reviews</b>	<i>Business Manager</i>

### Purpose of the Post

Alongside other members of the administrative team, the office administrator will provide a warm and friendly welcome for parents, visitors and colleagues. They will be responsible for completing administrative tasks within school including logging data returns, managing the school MIS system and ensuring appropriate safeguarding/security arrangements are complied with.

Willow Tree Primary School is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

This Job Description is furnished to assist staff joining Willow Tree Primary School to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

Willow Tree Primary School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.

Willow Tree Primary School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### Main Duties/Responsibilities

#### Reception

- To provide a warm welcome for parents, visitors and colleagues;
- To answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate;
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing in/out, and Single Central Record (safeguarding log);
- To accept and sign for deliveries as appropriate;
- To arrange meetings, visits and hospitality for visitors.

## Administration

- Be responsible for completion and submission of complex forms, returns etc, including those to outside agencies e.g. DfE, School Census
- To manage and maintain the single central record
- Provide general clerical and admin support including photocopying, correspondence to parents and drafting letters for the Headteacher
- Arrange meetings
- Assist the Senior Leadership Team with records of absent staff and arranging cover for this as required;
- Maintain manual and computerised records/management information systems; including data collection sheets
- Assist the Leadership Team with Administrative and Operational support as required.
- Undertake typing, word processing and other ICT based skills;
- Ensure all school record keeping is kept in good order and in accordance with data protection requirements;
- Keep accurate records with regards to Free School Meals, Pupil Premium and Universal Infant Free School Meals;
- Liaise with outside agency visits including the School Nurse, immunisations and the Dental Health Team;
- Send notifications and correspondence to parents and carers using the school MIS;
- Maintain stocks and supplies;

## Finance

- Use the Trust financial management system to record requisitions; generate purchase orders;
- Follow requisitions and orders through the sage process to ensure appropriate authorisations ahead of the goods being received;
- Management of school MIS including helping parents set up accounts and management of debt;
- Deal with suppliers to get quotations, resolve queries, deliveries etc;
- To collect, record and issue receipts for monies as required including trips, milk money and breakfast club through Arbor;
- To carry out all financial administration in accordance with the academies financial handbook and ensure good practice in procurement ensuring best value;
- Be the first point of contact for finance queries
- Assist parents with their applications for free school meals and full time Nursery places;

## Facilities/H&S

- Liaise with the caretaker for school maintenance and repairs and contractors visiting site.
- Liaise with the caretaker and Business Manager for matters relating to Health and Safety.

## GENERAL RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.
- To contribute to the overall ethos/aims of the school.
- To appreciate and support the roles of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training opportunities and professional development as required.
- Undertake similar clerical duties commensurate with the level of the post as required by the Headteacher.



*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*