



## Wood Street Infant School

### Job Description: Office Administrator (abbreviated)

Surrey Pay Scale 4 / 39 weeks per year / term time only (Includes INSET days)  
Monday to Friday 0830 – 1530 (½ hr lunch) 32½ hours per week

#### **REPORT TO**

School Business Manager

#### **DESCRIPTION**

To be the school's "front of house" ambassador, projecting a warm, welcoming and first class image of the school. The Office Administrator is responsible for providing administrative support to the school, including children, parents and other staff under the supervision of the School Business Manager. This is a proactive role in a busy school office for an organised and nurturing administrator.

#### **JOB PURPOSE**

1st line support within the school office. Responsible for running the office, liaising with parents, pupils, visitors and staff. Undertake all duties of an administrative nature as reasonably requested by the School Business Manager and Head Teacher. Perform PA duties for the head teacher, to welcome and deal with visitors and responsible for the welfare of children including first aid and medicines in school.

#### **Meeting and greeting visitors**

- To welcome and deal with visitors to the school, following the safeguarding procedures prescribed by the school.
- To welcome parents and visitors and help with any queries they may have.

#### **Administration**

- To provide clerical and welfare duties to support other staff and pupils of the school
- Alongside the Finance Assistant, responsible for ordering of stationery, furniture, caretaking supplies and other equipment as required
- Communicating with parents using phone, Class Dojo and email as required
- To sign for deliveries, check off items and date the delivery note and pass to the Finance Assistant.
- Liaise with the school cook for daily pupil numbers and meal choices – report numbers to SCC
- Liaise with the school cook for staff lunches and send payment requests to staff (via SchoolMoney)
- Photocopy and distribute: newsletters, general letters, termly diary, curriculum maps, programmes for school events, new packs for parents and other communications as directed by the Head Teacher.
- Update the school website when a new event is added or changed. Add the weekly NewsBlast every Friday.

#### **Responsible for the following areas**

- Admissions
- Monitoring attendance
- Basic ICT
- Arrange trips and workshops
- Pupil Welfare (first aid & medicines)
- Health and safety
- General duties

#### **PA Duties to Head Teacher**

- Diary management / regular meetings with HT to discuss meetings and events
- General PA duties as required such as letters and phone calls for the HT

Revised June 2022

Please note that this is an abbreviated Job Description. A more detailed version is available on request / at interview stage