

## **JOB DESCRIPTION - OFFICE ADMINISTRATOR**

### **PURPOSE OF THE JOB:**

- To provide comprehensive, high quality secretarial and administrative support to the school and Headteacher
  - Ensure provision of a welcoming and efficient reception service, including the operation of the telephone system and emails.
  - To establish and maintain effective relationships with all colleagues, agencies and families and communicate effectively in order to ensure the efficient and effective administration of the Academy.
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### **OPERATIONAL:**

Reporting to the Office Manager

#### **Liaison and Co-operation**

- Establish and maintain effective and constructive relationships with colleagues, pupils, parents and carers, communicating with them as appropriate to share information and inform them of academy business through daily contacts and written communication.
- Communicate with staff, parents, carers, support services, professionals, governors, the local community and other agencies.
- Share expertise and skills with others.
- Comply and assist with the development of academy policies and follow academy procedures relating to Equal Opportunities, Behaviour Management, Health and Safety, Security, Child Protection, Confidentiality, Data Protection and Staff Development, reporting all concerns to an appropriate person.

#### **Inclusion and Equal Opportunities**

Be aware of and support difference and ensure equal opportunities for all by adhering to the Trust's Equality, Diversity and Inclusion policy and challenging prejudice.

### **ADMINISTRATION TASKS:**

- Monitor pupil attendance on a daily basis and follow up on any absences with staff and parents and record absences using school systems.
- Assist with inputting information on the computer database, supporting the input of attendance registers.
- Undertake reception duties including telephone call handling and assisting with any enquiries received from parents or visitors by phone, in writing or in person.
- Update the academic calendar, website, timetable and all other documents related to the school schedule and ensure communication is given to relevant staff, parents, carers and governors.
- Undertake a full range of typing or word processing tasks, including the use of desktop publishing as appropriate to produce complex and sophisticated layouts. These may include publications to parents, staff, governors and other agencies as required.
- Compose own correspondence on standard issues. Using school communication systems to communicate with parents.
- Operate email and associated information technology as required.
- Support the smooth running of the School Office, maintaining a neat and tidy environment.
- Ensure that all school files and data are updated and are in good order.
- Support the administration of class trips and residentials, liaising with the teaching staff. Updating Office Manager, Office Administrator and Teachers on up-to-date payments.
- Termly support for the administration of after school clubs, swimming schedule and Bikeability.
- Carry out projects as directed by the Headteacher and Office Manager
- Assist with the academy's administrative systems ensuring that it is compliant with DfE requirements.

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### **PROMOTION OF VALUES:**

- Ensure that a high level of confidentiality is maintained in all aspects of work.
  - Maintain excellent public relations.
  - Contribute to the overall ethos, aims and work of the school.
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### **PROFESSIONAL DEVELOPMENT**

- Develop skills and knowledge by attending courses, workshops and meetings.
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## **FLEXIBILITY**

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
- Carry out any other duties as directed by the Office Manager and Headteacher