



JOB DESCRIPTION

Job Title: School Administrator – Term-time Only - 36.5 Hours
Salary: Grade 2

JOB PURPOSE

To support the general administration of the school with particular responsibility for the reception and front desk.

DUTIES AND RESPONSIBILITIES

- To promote the vision and aims of the school/Trust.
- To set an example of personal integrity and professionalism.
- To adhere to the ethos of the school/Trust.
- To be an effective team player.
- To follow all agreed school/Trust policies and procedures.
- Provide reception and switchboard support to the PACT's schools.
- Provide clerical support to the school's administrative function.
- Provide a warm welcome to school and answer queries from pupil's parents and other school visitors as appropriate.
- Take telephone calls and deliver messages as appropriate.
- Receive, sort and deliver incoming mail to appropriate staff.
- Receive and sort parcels, check off delivery notes/orders and redirect to appropriate staff.
- Record, stamp/frank and post outgoing mail.
- Maintain records of free school meal entitlement and dietary requirements.
- To ensure an audit trail exists for all aspects of work.
- To undertake appropriate professional development including adhering to the principles of performance management.
- To ensure all tasks are carried out with due regard to Health and Safety.
- Attendance at appropriate staff meetings and parents' evenings

PACT Central Support Team, Unity House, 27 Trinity Road, Birmingham, B6 6AJ
W www.pact.bham.sch.uk E enquiry@pact.bham.sch.uk

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- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Any other duties as commensurate within the grade in order to ensure the smoothing running of the school whilst maintaining the highest levels of customer service.

The PACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All members of staff are expected to sign the PACT Statement of Confidentiality.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school office manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Trust Lead for Administration and/or the Head of School.

Employee Name: _____
(Print Full Name)

Employee Signature: _____

Date: _____

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“This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role”