

JOB DESCRIPTION	
SCHOOL	All Souls' C of E Primary School
JOB TITLE	Office Administrator
GRADE	APLc
REPORTS TO	SBM/Headteacher/SLT
DATE	October 2024

JOB PURPOSE

The school administrator is responsible for overseeing the daily administration of the school office. They are also responsible for all administrative, financial and organisational processes within the school, maintaining confidentiality at all times. They assist with all the planning and development of support services. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions. Support the Headteacher, SLT, Staff and Parents by providing a high level and efficient, effective and smooth running of the school office.

MAIN DUTIES AND RESPONSIBILITIES

Organisation

- Ensure the smooth and effective running of the school office and all administrative and communicative systems
- Contribute towards the planning, development and organisation of support service systems, procedures and policies
- Assist in the organisation of school trips, including swimming lessons and residential trips, in cooperation with other staff. This includes ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required

Leadership

- Train and develop administrative staff as appropriate
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Ensure that all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the school

Administration

- Manage manual and computerised record/information systems
- Analyse and evaluate data/information and produce reports/information/data as required
- Oversee and organise the management of admissions procedures in line with trust criteria, maintain waiting lists and allocate spaces accordingly in line with the school's admissions policy
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents
- Manage the induction process for new pupils

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- Book training courses for staff
- Update and maintain the school calendar. Checking for accurate and robust information and daily monitoring of upcoming events, appointments and activities.
- Deal with any emergency issues to ensure the efficient running of the school office is maintained.
- Make bookings for and ensure the smooth running of the annual photography sessions
- Assist with arranging events and open days/evenings for new reception intake or parents information evenings
- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Assist the Attendance Team to monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- In consultation with the headteacher, ensure staff absence is recorded on the school payroll system, producing reports as necessary
- Ensure admissions, including in year, are processed efficiently
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) to parents, staff and other stakeholders
- Ensure sections of the website are kept up to date eg, communications, policies, menu, clubs, term dates, etc

Resource management

- Monitor and manage stock and report to the SBM
- Oversee and operate relevant equipment and IT packages (e.g. the school's MIS system) and report any issues
- Assist with marketing and promoting the school
- Manage office expenditure with an agreed budget
- Ensure the office is kept tidy, organised and in good order at all times, making sure there are sufficient office resources available

Compliance

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the Trust's data protection officer, taking responsibility for monitoring data protection compliance and helping the school community understand how to comply with data protection law

Security

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Ensure data protection and safety of all pupils by collating consent for local visits/use of images etc. Checking these documents if the local press are invited onsite before images are taken/published.

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm

'They will soar on wings like eagles.' Isaiah 40:31



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- To receive/administer prescribed medication in line with school policy

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.



Person Specification: Office Manager

CRITERIA	QUALITIES	ESSENTIAL OR DISIRABLE
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The Diocese of Canterbury Academies Trust
Suites 19 & 20, Motis Business Centre Cheriton High Street, Folkestone CT19 4QJ
Registered Company No. 09035788
Registered Office Address: Diocesan House, Lady Wootton's Green, Canterbury CT1 1NQ

Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths • NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards) • Knowledge of the education sector 	Essential Desirable Desirable
Experience	<ul style="list-style-type: none"> • Experience working in a school environment or other educational setting at a senior level • Experience working with children / young people with additional needs (e.g. special educational needs (SEN) and disabilities, behavioural needs, mental health needs) • Experience supporting and working with parents of young people • Experience working with colleagues and external stakeholders (e.g. from external agencies) • Experience of keeping good written records • Managing staff 	Desirable Desirable Desirable Desirable Essential Desirable
Skills and knowledge	<ul style="list-style-type: none"> • Good listening skills • Effective written and verbal communication skills • Ability to use IT packages including word processing, spreadsheets and presentation software • Understanding of data protection and confidentiality • Knowledge of the barriers to learning that pupils may face • Ability to create good relationships with children, staff, parents and external agencies • Knowledge of available support services in the local area • Safeguarding of children and young people • Knowledge of school MIS systems ie Bromcom 	Essential Essential Essential Essential Desirable Essential Essential Essential Desirable

Personal qualities	• Take a personal responsibility for the standard of the work carried out	Essential
	• Willingness to participate in further training and development opportunities offered by the school	Essential
	• A confidential approach to all school matters	Essential
	• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	Essential
	• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	Essential
	• Ability to work under pressure and prioritise effectively	Essential
	• Commitment to maintaining confidentiality at all times	Essential
	• Commitment to safeguarding and equality	Essential
	• Embraces change well	Essential
	• Deals with difficult situations effectively	Essential
	• Excellent attention to detail	Essential

Signed (Employee): Dated:

Signed (Headteacher): Dated: