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| **JOB DESCRIPTION**  |
| **Title: Office Administrator****Hours**: 32.5 per week (38 weeks per year plus 2 inset days)(*Any additional hours worked with the agreement of the Head Teacher will be on a claim basis.)* | **Grade:** Scale KRB **Hours**: 8.30am -3.30pm - 20 minutes break and 30 minutes for lunch**Section:** Administration**Reports to**: Office Manager |
| MAIN PURPOSE OF THE JOBUnder the direction/instruction of the Office Manager: provide clerical and administrative support to a school in the Trust. |
| **ORGANISATION*** Deal with visitors and assist covering the main reception desk ensuring correct signing in/out procedures are followed and any necessary ID/DBS checks are carried out for volunteers.
* Assist with late arrivals/early leavers and ensure they are signed in and out of inventory and where necessary taken to class.
* Assist with answering of the school office telephone
* To assist with the maintenance of student filing and archive systems
* To assist with organising school events such as parents evening, school production under supervision of the Office Manager
* Deal with staff and parental enquiries.

**Administration*** To be responsible for managing daily student registers, ensuring that teachers have carried out registration and follow up the first day absence monitoring for missing children (notifying DSL if appropriate).
* To contact parents/carers to establish the reasons for pupils’ absenteeism by telephone and letters and liaise with the EWO when appropriate.
* To be responsible for the recording and ordering of school lunches on Arbor, liaising with the catering staff and the distribution of the lunch bands to classes.
* Undertake word-processing and complex IT based tasks as required.
* Arrange for Data Collection Sheets to be sent to the parents of each year group. Make amendments on Arbor when forms are returned.
* To assist with data entry on to Arbor for new starters at certain points in the year, including supporting the Office Manager with in-year admissions.
* To provide first aid support to pupils and make phone calls to parents after first aid incidents as necessary.
* Deal with PTA enquiries liaising where appropriate with other staff.
* Ensure all preparations for school functions are in place.
* To liaise with ICT providers to ensure that all pupils have appropriate access and login-ins to the ICT network, including new pupils
* Liaise with the system provider in the event of faults that may occur to the IT systems, including telephony, broadband
* Liaise with the catering company when necessary, sharing information on pupils including allergies, dietary requirements and school lunch debts.
* To organise the school photograph appointments and the administration of sold photographs.
* To produce the weekly bulletin for staff.
* Cool Milk – to liaise with Cool Milk to monthly billing and ordering with support from Office Manager.
* Fresh Fruit – to liaise with SPRV Marden on ordering, billing and queries with support from Office Manager.
* Arrange in consultation with local NHS Trust, medical appointments, vision/dental checks, height and weight checks
* Liaise with the caterers when necessary, sharing information on pupils including allergies, dietary requirements and school lunch debts.
* To organise the school photograph appointments and the administration of sold photographs.
* To be responsible for the administration management of the cashless payment system in use, with regard to school meals, parent accounts and free school meals in a timely manner.
* Liaise directly with provider on photocopier related issues – including order of ink cartridges, organising repairs and informing staff of photocopying issues
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| **FINANCE*** To be responsible for the administration management of the cashless payment system in use, with regard to school meals, parent accounts and free school meals in a timely manner, ensuring confidentiality and enabling students to purchase food when required.
* Processing casual and supply staff pay claims.
* Processing stock orders and liaising with the finance team.
* Providing support to teaching staff involving educational visits, booking coaches and dealing with account aspects of school trips.
* Purchasing of central supplies.
* Liaising with the central financial team on forecasts, BACS runs, credit card payments and upkeep of the credit card log, logging invoices, dealing with payment queries, EFA returns, new supplier forms, self-employment checks.

RESPONSIBILITIES* Ensure the school complies with its policies and procedures relating to child protection, health & safety, security, confidentiality and data protection.
* Be aware of and support diversity and ensure equal opportunities for all
* Undertake any appropriate training to develop the role of Office Manager
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals
* Attend and participate in regular meetings as required
* Participate in training and other learning activities and performance development as required
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Ensure that all duties and responsibilities are discharged in accordance with the School’s Health and Safety at work policy.
* Participate in the school’s performance management scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
* Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Office.

In-house design, preparation and production of bulk school literature for example, school prospectus, governors’ election correspondence, printing of exam papers, policy documents, staff handbook and others. |
| DATE DRAWN UP: September 2024 NAME: Suzanne Leader**JOB TITLE: Head Teacher** |

This job description can be amended at any time following discussion between the Head Teacher and the member of staff.

**Head Teacher signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_