



Job Description

Job Title	Office Administrator
Grade	Band 2
Reports to	Headteacher, Office Team Lead & SLT
Liaison with	Headteacher, Office Team Lead, Trust HR, Trust Business Manager, other staff, pupils, parents and external agencies
Purpose of the Job	To provide an effective and efficient clerical and welfare support to the school.

Duties:

Welfare

- To administer first aid to pupils as required, in keeping with the school's policy and order first aid supplies as necessary
- To liaise with parents regarding pupil's sickness/injury
- To assist with visits from nurse, dentist etc.
- To assist with the general welfare of pupils

Reception

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and Entrysign
- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors to the school
- To ensure the foyer is tidy and stocked with relevant information for parents and visitors
- To organise events in liaison with SLT/Office Team Lead; maintain the school calendar and facilitate visitors and meeting room organisation.

Clerical

- To undertake responsibility for producing liaison with all stakeholders, including parental letters, communications required by Office Team Lead and SLT through email, text and paper (as required).
- Liaise with fruit and veg scheme and cool milk for numbers and term dates and complete weekly returns
- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- To maintain the school diary through liaison with SLT/Office Team Lead.
- To be responsible for the doing, sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps.
- To provide general clerical support as required



- To be responsible for the preparation and maintenance of the manual and computerised pupil data records.
- To assist with the monitoring and maintenance of stock and coordinate the ordering supplies as necessary with the Office Team Lead.
- Coordination and administration of school visits in liaison with the teaching staff
- To produce and distribute school newsletters as required.
- Administration relating to school clubs, including all letters, compiling registers and updating as and when required.
- Administration relating to swimming, including registers, letters to parents and liaising with the provider.
- To ensure payments for all clubs or school activities are received and to follow up outstanding payments when necessary using the arrears procedure.
- Admin relating to school trips are received and follow up outstanding payments when necessary

HR

- To be responsible for the maintenance and administration of the academy based single central record

Finance

- To prepare monies for banking
- To liaise with the Office Team Lead on all aspects of finance within the school as required
- Management of school dinner monies, clubs, meals and trips on parentmail.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Directors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- To complete all statutory safeguarding, health & safety and first aid training and updates as required by line manager.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Line Management to carry out appropriate duties within the context of the job, skills and grade.



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