



## Office Administrator Job description

<b>Job Title</b>	Clerical Assistant/Office Administrator
<b>Grade</b>	Band 2, 3-5 (new scale) £18,065 - £18,795
<b>Reports to</b>	Office Manager/Head teacher/MAT Finance Manager/ Business Director
<b>Liaison with</b>	Head teacher, MAT Business Director, Other staff Pupils, Parents, External Agencies, Trust /LA staff, Governors
<b>Purpose of the Job</b>	To provide an effective and efficient clerical and welfare support to the school; including some finance

### Duties

#### Welfare

- To be responsible for and oversee the administration of first aid and related school procedures as set out in the Trust/ school policy
- To oversee the administration of children with additional needs/ medical/ care plan
- To maintain the welfare file and related pupil information (care plans/ asthma log/ class logs etc)
- To provide general welfare/ first aid where necessary
- To liaise with parents/external agencies regarding pupils medical/ additional needs/sickness/injury
- To assist with visits from nurse, etc.
- To audit / update/ replenish first aid/ medical supplies as necessary
- To understand and comply with the Trust Child Protection Policy and Code of Conduct
- To be a Fire Marshall and carry out the duties required effectively in liaison with the site manager/ head teacher

#### 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 checking identity; issuing visitor's badges and maintain the visitor's book
- To accept and sign for and check deliveries as appropriate
- To provide hospitality for visitors to the school

#### Clerical

- To be responsible for the preparation and maintenance of the manual and computerised pupil data records, including attendance details, competently using the school managed information system and complying with data protection and GDPR
- To be responsible for attendance, ensuring that the registers are legally compliant and completed accurately, notifying the head teacher of any issues and ensuring that action is taken to rectify errors/ omissions in a timely and accurate way
- To be responsible for the administration of attendance monitoring (e.g. parent letters, summary spreadsheet). To bring to the attention of the head teacher any concerns/ recommendations/actions for their attention
- To undertake all administration for school visits in liaison with the teaching staff (e.g. venue/ coach booking; letters to parents, liaison with kitchen

staff for lunches etc.)

- To compete and meet the deadlines set for the statutory school returns to the LA/DfE, as required (e.g. termly census)
- To be responsible for all administration for coolmilk/ free returns
- To assist with the monitoring and maintenance of stock
- To be responsible for placing orders (system/ PSF), liaising with suppliers and ensuring best value
- To be responsible for the administration of the weekly newsletter
- To provide administrative support in updating and maintaining the school Website
- To provide general clerical support, e.g. typing, word processing, filing, photocopying, including the basic maintenance of the photocopier; sending communication to parents via ParentMail
- To maintain the school diary (paper & website)
- To be responsible for daily emails and daily post

#### **Finance**

- To carry out any financial administration in accordance with appropriate Academy Trust and school financial regulations and policies
- To be responsible for inputting data / orders onto PSF (financial system)
- To be responsible for the online collection of dinner/ other monies and debt management, bringing to the attention of the head teacher/ Finance Manager any issues at an early point
- To collect, record and issue receipts for other monies as required, including trips, and photographs
- To prepare monies for banking accurately, where required
- To be responsible for the completion of all catering returns for school meals and free school meals and liaison with parents/ contractor

#### **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 Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job, skills and grade

**PERSON SPECIFICATION**

E – Essential

D- Desirable

General heading	E/D	Detail	Examples
<b>Qualifications &amp; Experience</b>	E	Specific qualifications & experience	English & Maths grade C or above/ or equivalent Office experience of administrative work IT literate and competent at using word/ office/excel IT/finance qualification First Aid Qualification Completion of DfE induction programme
	D		
	D	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures, e.g. H&S and Wellbeing, child protection, Code of Practice
	E	Literacy	Excellent reading and writing skills
	E	Numeracy	Excellent functional maths; able to count and undertake calculations accurately Able to collect, record and reconcile dinner or other monies collected accurately
	E	Technology	Able to use word processor and basic databases Able to use photocopier/ scanner/ telephone
<b>Communication</b>	D		Able to update Academy website
	E	Written	Able to complete/create forms, write routine/formal letter accurately
	E	Verbal	Able to speak clearly and sensitively with children and adults
	E	Languages	To be sensitive to the needs / differences of others and where potential barriers exist (e.g. language) to find solutions to overcome them
<b>Working with children</b>	E	Negotiating	Able to consult with colleagues
	D	Behaviour Management	To understand and implement the school's behaviour management policy
	D	SEN	Be able to understand and support the differences in children and adults and respond appropriately in relation to the role
	D	Curriculum	Have a basic understanding of the learning experience provided by the school
	D	Child Development	Have a basic understanding of the way in which children develop
	E	Health & Well being	To understand the importance of physical and emotional wellbeing Able to support children who may be unwell
<b>Working with others</b>	D		Be a Fire Marshall
	D		Be an appointed First Aider
	E	Working with partners	Able to relate to and communicate with people from internal / external organisations. Understand the role of others working in and with the school
	E	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and colleagues/ Trust members
	E	Team work	Ability to work effectively with colleagues and wider within the MAT Able to provide positive and constructive feedback to develop school/MAT systems/ procedures Ability to work on own
<b>Responsibilities</b>	E	Information	Ability to provide timely and accurate information, meeting deadlines of self/ others
	E		Excellent organisational skills Accurate completion of tasks with attention to detail Able to use own initiative Able to multitask and prioritise effectively

		Line Management	N/A
	E	Time Management	Able to manage own time effectively
	E	Creativity	Able to follow instructions accurately
	E	Equalities	Demonstrate a commitment to equality
<b>General</b>	E	Health & Safety	Working knowledge and good understanding of Health & Safety & Wellbeing;
	D		Knowledge/ experience of being a Fire Marshall
	E	Child Protection	Able to understand and implement child protection procedures as set out in the Trust Child Protection Policy and Keeping Children Safe in Education document.
	E	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality and implement them consistently
	E	CPD	Willing and able to develop and learn in the role and act on constructive feedback/ advice and accept support as required
	E	Appraisal	To positively and actively participate in the probationary procedures and annual appraisal