

# Office Administrator

## Job Description

### Job Purpose

#### General Office Duties

- To undertake typing, word processing of correspondence, standard letters, reports, publications and other documents as required.
- To provide cover for the other administrative colleagues when required.
- To assist in the arrangements for school events.
- To provide administrative support to SLT and school staff as required.
- To always maintain the utmost confidentiality with regards to all reports, records, personal data and other information of a sensitive nature.
- To liaise with stakeholders when required.
- To undertake minuting of meetings and briefings when required for annual reviews for SEND pupils working alongside the SENCO
- To assist with social media for Unsworth, including updating Facebook and Instagram.
- Produce school newsletters on Canva
- Administration for before and after School Club including chasing arrears
- To provide administrative support for Nursery admissions and funding
- Manage, in a timely manner, the general school email account, replying to queries and forwarding on to the relevant people or responding as appropriate.

#### Administration Duties

- Complete any requests for documents that need binding or laminating so that they are finished promptly and in the most appropriate manner
- To undertake typing / word processing of correspondence, standard letters, reports, publications and other documents as required
- Provide cover for other administrative colleagues when required
- Provide admin support to SLT and school staff as required
- Maintain the office stationery supply and re-order items as required
- Assist with reception duties and welcoming visitors to the school, ensuring signing in procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required

## **Pupil Data**

- To administer Reception class admissions process including organising open events, distributing and collating information for parents and updating the school database
- Administer all other admissions and leavers including Year 6 leavers, updating Arbor, sending and receiving files via the DfE school to school website
- To maintain the Medical Tracker-ensuring pupil and staff incidents are recorded.
- Undertake pupil risk assessments as required
- Ensure all SEND records, FSM and Pupil Premium information is correct, and any changes updated
- Administer pupil learning plans/reviews as directed
- To use CPOMS to record any safeguarding incidents or information
- Provide the kitchen with school meal numbers daily and allergy/dietary information as contained in Arbor
- To assist with managing and administering Arbor and Parent Hub
- To assist with reception duties and welcoming visitors to the school, ensuring signing in procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately including accurately recording messages as required
- Apply for FSM vouchers/ HAF vouchers for FSM children
- Educational Visits
- In consultation with the Head teacher update and review the school Educational Visits policies and procedures
- Maintain the school Evolve system, inputting all educational visits and liaise with staff on Risk Assessments
- Book all transport for trips and annually update associated Risk Assessments in consultation with the Head teacher
- Manage trip permissions, food choices and trip information through Arbor Pay and Parent Hub

## **Other**

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be committed to the principles of on-going professional development and to undertake appropriate training as required
- Follow school ethos of Together we build understanding and values of Kindness, Respect and Resilience
- To undertake any other duties and responsibilities commensurate to the grade

# Person Specification

<b>CRITERIA</b>	<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>	
<ul style="list-style-type: none"> <li>• GCSE Maths and English at Grades 4 / C or above.</li> <li>• Experience of working within Administration.</li> <li>• Experience of working within an office environment.</li> <li>• Experience of working within a team.</li> <li>• Customer Service experience (internal or external).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with Management Information Systems.</li> <li>• Experience of working within a school.</li> <li>• ICT Qualification.</li> </ul>	
<b>CRITERIA</b>	<b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
<b>ESSENTIAL</b>		
<ul style="list-style-type: none"> <li>• Ability to communicate verbally and in writing effectively and confidentially with persons at all levels.</li> <li>• Ability to deliver a high standard of customer service.</li> <li>• Ability to deal with situations under pressure in a tactful, calm and confident manner.</li> <li>• Possesses good numeracy and literacy skills.</li> <li>• Ability to work collaboratively and independently.</li> <li>• Excellent time management skills with the ability to plan and prioritise own workload to meet deadlines.</li> <li>• Commitment to continuing professional development.</li> <li>• Demonstrate the ability to operate various software packages i.e. Microsoft Word / Excel / Outlook / Arbor.</li> </ul>		

**CRITERIA**

**Personal style and behaviour:** In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:

**ESSENTIAL**

- Ability to develop excellent relationships with colleagues, pupils, and parents/carers.
- To maintain professionalism at all times.
- Demonstrate and promote positive values, and the school ethos at every opportunity.
- Able to improve their own practice through observations, evaluations and discussion with colleagues.
- Ability to follow instruction / training.
- Commitment and understanding of diversity and inclusion.