

Enstone Primary School

Job Title	School Office Administrator
Salary Scale	Grade 7 Annual salary £28,163 - £30,060 per annum This will be pro-rata (as per OLA hourly pay rates)
Conditions of Service	32.5 hours per week, Term time only – 38 weeks per year
Responsible to	Headteacher and School Business Manager

Job Purpose:

A highly organised and flexible Personal Assistant and School Office Administrator. This person will provide efficient secretarial and administrative support to the Headteacher and the Leadership Team in their day-to-day management of the school, and general administrative/communications/ financial support as detailed below.

The post-holder provides a range of services to the Headteacher and therefore work is generated throughout the day. Due to the routine of schools, the workload may not be evenly spread throughout the year.

The post holder will support the School Business Manager (SBM), including undertaking agreed delegated tasks.

TASKS

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, liaising with parents/staff etc.
- Support the Headteacher in maintaining their diary including arranging appointments, making travel arrangements, coordinating meetings and events.

Administration

- Provide and organise an efficient, professional and confidential secretarial and administrative service to the Headteacher and other members of the Leadership Team including word processing and/or drafting of correspondence, reports, publications and other documents.
- Manage the school office providing general clerical/administrative support e.g. photocopying, filing, completion of standard forms, sorting and distributing mail and responding to routine enquires.
- Respond to queries on behalf of the Headteacher, including but not limited to:
 - prioritising issues
 - recording and tracking complaints through to resolution
 - investigating queries
 - receiving and dealing appropriately with callers requesting to speak/correspond with the Headteacher.
 - diverting those calls which should be dealt with elsewhere.
 - ensuring that the Headteacher is aware of all calls/important business diverted/received etc.
 - sending and receive all emails/postal mail, etc as required.
- Maintain and collate pupil records and reports.
- Maintain and report on attendance.
- Oversee arrangements for the booking of school dinners and liaison with the school kitchen.
- Produce newsletters to parents, and any other papers, letters, plans, reports, returns, speeches or manuals as required.
- Maintain administrative areas of the school website, updating or uploading documentation as required.
- Arrange/support meetings and events for the Headteacher and Leadership Team as required, including liaison and support (as appropriate) for/with: Staff, Parents, General Public, Governors, Local Authority, DfE and other Stakeholders and organisations.

- Oversee arrangements for school trips, events etc., including booking transport.
- Prepare information for school wrap around care and clubs, make bookings, produce pupil registers.
- Support SBM with parent payment arrangements using Parent Pay
- Support the headteacher and SLT in internal and external meetings, including the planning and preparation of the agenda, taking of minutes, organising appointments and related hospitality arrangements (as required).
- Carry out research on the Headteacher's and/or Leadership Team's behalf.
- Support any projects undertaken by the Headteacher and Leadership Team
- Maintain and retrieve data from school information management system (RM Integris) as required.
- Provide Administrative Support in preparation for and during any inspections.
- Support the Fire Warden with routine testing tasks and updating of paperwork.
- Support the Water Safety monitor with routine testing tasks and updating of paperwork.
- Provide support with other routine Health and Safety tasks.

Resources

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Undertake general financial administration e.g. processing orders
- Maintain up to date filing system, including file retrieval in due time for meetings
- Generate, maintain and hold the main copy of key documents including all school policies.
- Safeguarding Administration – support SBM in managing the SCR, maintain training records and assist with annual reporting.
- Maintain first aid kits throughout the building, restocking and reordering as required.
- Assist/be involved in the processes for recruitment and appointment of staff.
- Assist Headteacher with personnel matters.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Undertake any other reasonable duties as may be agreed from time to time with the Head Teacher.

SUPPORT

This role is supported through:

- Day to Day support regarding use of systems and procedures.
- Support through other appropriate members of the management and leadership team.
- Training as required and agreed.