

Job Title:	Senior Office Administrator
Responsible to:	Headteacher

Responsibilities

Administration

- Provide administrative support including word processing and IT based tasks including advanced knowledge of various ICT packages and the operation of office equipment.
- Process forms and returns including those to outside agencies.
- Analyse and evaluate data and information and run reports.
- Produce and respond to non-routine correspondence on behalf of the school.
- May undertake payroll administration.
- May be the first point of contact for sick pupils and liaise with parents/carers/staff.
- Deal with non-standard enquiries either by telephone or face to face and sign in visitors.
- May monitor pupil attendance and run reports.
- Set up budget allocations, record and monitor income and expenditure and produce reports as and when required.
- May undertake personnel administration such as DBS checks.
- Organise meetings and take notes at meetings.
- Assist with producing marketing and promotional material for the school.
- May assist with the administration of school lettings and other uses of school.
- May assist with website administration.

Resources

- May monitor and manage stocks and supplies, selling and distributing as required.
- May handle cash or cash equivalents such as dinner monies, school visits.

Systems, Policies and Procedures

- Contribute to the planning and development of administrative procedures and systems.
- Knowledge of and adherence to school administrative systems, policies and procedures.

Team Involvement

- Regular day to day allocation of work to others which requires occasional supervisory responsibility.
- Demonstration of tasks to more junior colleagues on a regular basis.

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Building Professional Relationships

- Communicates with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.

Record Keeping and Information Management

- Maintain and updating of records and systems.

Problem Solving and Decision Making

- Makes decisions about own administrative work. Decision-making is short term; more complex decisions are referred to senior staff.

Knowledge, Skills and Experience

- Knowledge for implementing a range of administrative procedures, including IT packages and systems. Knowledge and skills equivalent to national qualifications level 3.
- IT and keyboard skills

Physical Demands and Working Conditions

- Normal physical effort with a mixture of sitting, walking and carrying minor loads.
- Work normally carried out in an office environment

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