

Job Title: Office Administrator

Reporting to: Head Teacher / Senior Management Team

Hours: 8:30am – 1:30pm (Mon-Fri)

Location: School Office

Job Description

The post holder will ensure the effective administrative functioning within the school, supporting the Head Teacher, Senior Management Team and wider school community through efficient office systems, accurate record keeping, and professional front-of-house service.

Responsibilities

- Assist the Head Teacher and Senior Management Team with administrative procedures within the school.
- Provide appropriate financial information and administrative advice for the Head Teacher and Senior Management Team.
- Ensure the effective management and maintenance of the school data system (**Bromcom**), including recording and monitoring pupil attendance.
- Record pupil attendance and maintain clear and accurate records of all absences.
- Maintain an overview of attendance, ensuring missing marks are followed up and systems are kept up to date.
- Organise school trips and record and manage information using **Evolve**.

- Maintain an overview of school trips, supporting administration such as letters, consent forms, payments and required documentation.
- Manage all general clerical and administrative functions within the school, including filing, photocopying, scanning, and correspondence.
- Act as a first point of contact for visitors, parents/carers and external agencies, ensuring a professional and welcoming service.
- Adopt procedures to ensure a safe working environment and follow school policies and safeguarding procedures at all times.
- Place orders and manage purchasing processes, including ordering and maintaining stock levels of all school stationery and office supplies.
- Liaise with suppliers regarding orders, deliveries and queries as required.

The Individual**Experience / Knowledge**

- Experience in administrative and clerical work including financial management systems, composing letters/reports, record keeping, filing, and dealing with the public.
- Experience of **Microsoft Office**.
- Understanding of the importance of confidentiality and the ability to handle sensitive information appropriately.

Skills / Abilities

- Ability to prioritise workload and manage competing demands effectively.
- Ability to use initiative in day-to-day tasks.
- Ability to participate as a team member and work collaboratively with colleagues.
- Strong customer care skills and focus.
- Effective organisational skills including time management.
- Understanding of and ability to demonstrate key interpersonal skills, both on the telephone and face-to-face.
- Approachability and willingness to help.
- Discretion, professionalism and a calm manner.

Personal Qualities

- Flexibility and adaptability to meet the needs and demands of the service.
- Willingness to accept direction/delegation and work as part of a wider team.
- Flexibility to meet the needs and demands of the school day.

Safeguarding / DBS

Education South West is committed to safeguarding and protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post. This includes checks with past employers, an online check of publicly available information, including social media, and an enhanced disclosure via the Disclosure and Barring Service