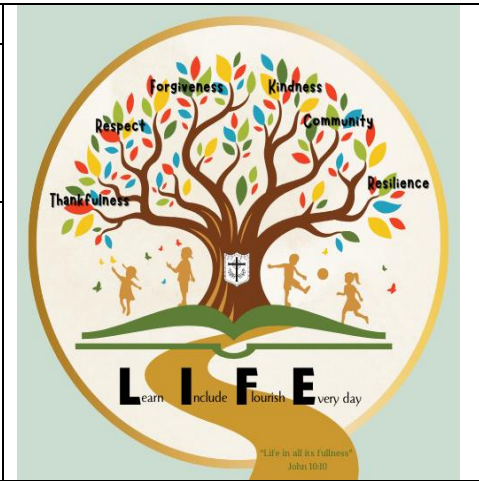


Job Description		
Title OFFICE ADMINISTRATOR Grade 2 scp 2 - 4	Cotgrave Church of England Primary School	
Job Purpose The provision of varied clerical, administrative, financial and reception support to the school. To be the first point of contact for telephone enquiries and visitors to the school.		



Key Responsibilities – School Administration

1. **Administrative Support**
Provide comprehensive administrative and clerical support, including accurate and confidential typing, effective diary management, and coordination of appointments and meetings.
2. **Document and Information Management**
Produce, format, store, retrieve, amend, and distribute documents and reports using a range of IT systems and school platforms, ensuring accuracy, confidentiality, and timely communication.
3. **Procurement and Stock Control**
Process purchase orders efficiently, resolving routine issues as they arise, and monitor stock levels to ensure continuity of supplies. Verify that all goods received meet required standards and are in good condition.
4. **Record Keeping**
Maintain both electronic and manual records, including sensitive student and staff data, ensuring compliance with data protection regulations and school policies.
5. **Inventory and Compliance**
Support the management of school inventories and statutory returns, ensuring accurate record-keeping and adherence to relevant regulatory requirements.
6. **Attendance Monitoring**
Monitor and maintain accurate pupil attendance records in accordance with school procedures, working closely with the Head Teacher to identify patterns, address concerns, and support interventions where necessary.

Senior Midday Supervisor Responsibilities

7. Leadership and Supervision

Lead, organise, and supervise the Midday Supervisory team, ensuring effective deployment and high standards of pupil supervision during lunch periods.

8. Staff Development

Support and contribute to the delivery of training and induction activities for Midday Supervisors.

9. Catering Coordination

Liaise closely with the Cook Supervisor to ensure the smooth, efficient, and timely service of school meals.

10. Behaviour Management

Address behavioural issues in line with school policies, escalating persistent or serious incidents to the Head Teacher or appropriate senior staff.

11. Health and Safety Incident Management

Respond promptly to accidents and incidents, ensuring accurate reporting using designated systems, and notifying senior leadership of any serious concerns on the same day.

12. Dining Environment Oversight

Maintain a calm, orderly, and positive dining environment that supports pupils' wellbeing and promotes good behaviour.

13. Dining Hall Procedures

Supervise the return of crockery and cutlery, ensuring systems are followed efficiently and safely.

14. Cleaning and Hygiene Standards

Ensure dining areas and tables are cleaned promptly and maintained to a high standard of hygiene for subsequent use.

15. Supervision Deployment

Organise effective supervision arrangements to ensure full coverage and safe movement of pupils within designated areas.

16. Risk Reduction

Take proactive steps to minimise risks, preventing injury to pupils and staff and protecting school property.

17. Wet Weather Supervision

Supervise pupils in classrooms during adverse weather conditions, maintaining appropriate behaviour and safeguarding standards.

General Responsibilities

18. School Contribution

Actively contribute to achieving the school's aims, objectives, and improvement priorities.

19. Compliance with Policies

Adhere to all health and safety, safeguarding, and school policies, including the staff code of conduct and child protection procedures.

20. Flexible Duties

Undertake additional duties appropriate to the role and grade, as reasonably required, with any significant changes formally reflected in the job description.

21. Safeguarding Commitment

Promote and safeguard the welfare of all pupils, ensuring professional conduct aligns with school policies at all times.

22. Reporting Concerns

Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL), Head Teacher, or appropriate senior staff member in their absence.

23. Safeguarding Training

Attend and actively participate in safeguarding training, maintaining up-to-date knowledge and understanding of child protection responsibilities.

Issued by _____ (Head Teacher) Received by _____ (Post Holder)

Person Specification	
<p>Education and Knowledge</p> <ul style="list-style-type: none"> • A good standard of secondary education to GCSE level or equivalent. • A good standard of literacy and numeracy. 	<p>Personal Skills and General Competencies</p> <ul style="list-style-type: none"> • High expectations and aspirations. • Ability to communicate clearly. • Evidence of effective collaboration with other team members. • Ability to foster effective relationships with children, staff, parents and governors. • Flexibility. • Ability to use own initiative. • Ability to motivate. • Ability to follow school policies and procedures eg behaviour policy. • Awareness of the need for confidentiality.
<p>Experience</p> <ul style="list-style-type: none"> • Carrying out a range clerical or administrative duties. • Following well defined processes, practices or procedures. • Carrying out tasks without close supervision. • Working with IT systems including basic word processing and spreadsheet operation. • Handling information in accordance with the Data Protection principles. • Handling and processing cash, cheques, invoices or equivalent. 	<p>Specific Requirements</p> <ul style="list-style-type: none"> • Support for a Christian ethos. • Commitment to a whole school ethos. • Committed to children's personal and social development. • Commitment to the staff team.