

Bassingbourn Community Primary School
Office Administrator Job Description

Job Title: Office Administrator Location: School Based Reports to: Office Manager Grade: As per contract Hours: As per contract	
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Job Purpose:

To provide a welcoming, courteous and efficient reception service, acting as the first point of contact for all visitors and callers. The postholder will support the smooth running of the school office by undertaking a range of administrative duties, working as part of the wider administration team under the direction of the Office Manager.

Responsibilities:

Administrative Support

- Assist the smooth running of the school office, supporting the Office Manager with admin tasks and compliance documentation including answering phones, managing correspondence and maintaining records.
- Monitor the school's office inbox, responding to enquiries or redirecting as appropriate.
- Assist with scheduling meetings and managing relevant correspondences.
- Support office team with maintaining the Single Central Record
- Record events and meetings on the school calendar.
- Receive and distribute deliveries and incoming goods.
- Carry out photocopying, filing and other clerical task
- Assist with updating school website content and supporting digital communication platforms.

Pupil Attendance and Record Keeping

- Edit attendance marks and print registers using Bromcom
- Maintain accurate and up-to-date attendance records, ensuring compliance with statutory requirements.
- Liaise with the relevant member of staff to support submissions to the Local Authority.
- Contact parents/carers regarding pupil absences and record reasons appropriately.
- Maintain accurate pupil information in line with the Data Protection Act.

Reception and Visitors to our school

- Provide a warm and professional reception service to all visitors, callers and stakeholders.
- Maintain a calm, polite and effective telephone manner, including managing challenging or sensitive calls appropriately and escalating where required.
- Check ID and DBS certificates, taking copies/scans as necessary.
- Issue visitor passes and ensure all visitors follow safeguarding and security procedures.
- Keep reception and waiting areas tidy, well-presented and reflective of the school's ethos.
- Support emergency procedures when required

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher. This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the duties as set out.