



JOB DESCRIPTION

Grade:	Grade C: £13.26 per hour Full time equivalent of £25,583.00
School:	One of the three school sites yet to be decided
Job Title:	School Office Administrator
Reports To:	Headteacher
Contract	Permanent-PT-19.25
Main Purpose of Job:	
To provide efficient and effective administrative support to the Headteacher, staff, families and pupils to facilitate the smooth running of the school.	
Main Responsibilities and Duties:	
Finance	
• Provide wraparound administration support including invoicing parents, recording income and pursuing bad debts. • Verify and record all income received on a daily basis and issue receipts as appropriate. • Manage all trips, meals, clubs, swimming lessons and excursions on the school parent payment system. • Assist with requisitions, quotations and placing orders, including for supply cover. • Process orders and liaise with suppliers for goods received and bought in services. • Manage deliveries and record in the finance system. • Manage, chase and recover debts. • Support grant applications. • Complete nursery funding declaration (termly). • Work under the guidance of the Central Team for other finance related tasks.	
Bromcom	
• Maintain Bromcom and files related to staff and pupil records including admissions, pupil premium, exclusions and attendance. • Create reports from Bromcom and assist staff in the interpretation and analysis of the information.	
HR	
• Aligned to statutory and local procedures, documents and guidance, assist with the administration of recruitment, onboarding, ongoing support and leavers for employees and visitors to the school. • Contribute to starter and leaver checklists and inductions. • Manage the school's SCR. • Manage school payroll related elements such as staff absences and returns processes. • Support with the management of email accounts, system access, subscriptions etc.	
Admissions	

- Administer the admissions procedure for new pupils, including new intakes.
- Manage the Year 6 leavers' process, transfer of CTF files etc.
- Manage the nursery waiting list.

Attendance

- Provide administrative support for pupil term-time holiday requests.
- Manage registers including calling for missing children once class registers have been received.
- Initiate the Child Missing in Education process in consultation with the Headteacher.
- Produce timely and regular attendance reports and records as directed.

Communication

- Manage the post, phone messages, school email inbox and direct queries appropriately.
- Produce the school prospectus, planners, newsletters, articles for publication etc.
- Make phone calls to parents regarding first aid and illness. Record these appropriately.

Other tasks

- Welcome and direct visitors to the school and answer the telephone. Take messages (in all forms) and resolve queries as appropriate.
- Manage in a timely manner all statutory and non-statutory reporting requirements including census and statutory assessment data returns.
- Manage the school meals process including all Free School Meal administration.
- Manage the school website in a timely manner.
- Manage lettings, school photography requirements, medical screening visits.
- Manage classroom resource stock and reordering.
- Assist with the planning of termly parent evenings. Check and prepare reports for distribution. Attend the evenings where possible.
- Process and report upon training requests and subsequent evaluations including all safeguarding requirements (Basic Awareness, Prevent and Online Safety checks) for staff/governors/volunteers.
- Request quotes, process requests for coach costs and bookings for educational visits.
- Maintain the live equipment and asset register adding regular updates.
- Manage the school calendar including prepopulating with significant dates.
- Maintain filing systems, undertake photocopying, collate reports etc.
- Undertake other related tasks at other times such as covering for colleagues in the case of absence.
- Undertake a range of other administrative procedures and duties as required and directed by the Headteacher.
- Provide a professional, welcoming and friendly service for all stakeholders in line with the ethos of the Trust.

Supporting processes

Exercises discretion and initiative to ensure smooth operation, whilst working within agreed procedures. Deals with changing and conflicting deadlines, both internal and external to the school with frequent interruptions to work. Deals with parents and the other members of the public.

Decision making:

The job holder is expected to resolve routine problems but must seek guidance for anything unusual or difficult. Decisions have a limited and short-term effect on employees beyond immediate colleagues or on the public. Effects of decisions would be relatively quickly known and readily amended if necessary.

Physical effort and working conditions:

Frequent use of VDU within health and safety guidelines. Very busy and sometimes noisy school office environment.

Contacts and relationships:

Staff, pupils, parents, LA staff, press, governors, general public, PFA, contractors, outside agencies etc providing information, advice and guidance, across the range of administrative duties in some cases about confidential matters.

A positive and collegiate working relationship with other office colleagues without a line management requirement.

Additional information:

Total confidentiality is required. Information about children or adults at the school must never be passed on at any time. Where a child may be at risk this information may be divulged to the Headteacher so that they can take appropriate action. The job is normally subject to interruption. The 'main duties and responsibilities' describe a collection of activities forming an identifiable area of work. Interruptions may lead to a subsequent change of direction. Conflicting priorities/resource needs can be resolved by jobholder, but advice is available from the Headteacher.

Knowledge, skills and experience:

Aptitude for ICT including use of Bromcom and a high level of word processing skills. Preferred level of education equivalent to 5 GCSEs A-C/4-7. Experience in a general office environment. Adaptability, excellent communication skills, interpersonal skills, tact and diplomacy, prioritisation, organisational skills, clear thinker, flexibility, confidentiality, initiative, computer literate, completer/finisher. Ability to undertake a range of tasks involving the application of readily understood rules, procedures or techniques.

I agree that the Job Description is a fair and accurate statement of the requirements of the job:

Job holder		Date	
Line Manager		Date	
Designated Senior Manager		Date	