

Job Description: OHS School Administrator

Post title:	OHS School Administrator
Pay range:	G8
Reporting to:	School Business Manager
Line management and supervisory responsibilities:	n/a
Teaching Commitment	n/a
Key purpose of the post:	
<ul style="list-style-type: none"> The School Administrator is responsible for supporting the administrative, financial and organisational processes within the school. They are also the first point of contact for parents, carers, visitors and other stakeholders. 	
Specific roles/responsibilities of the post:	
<ul style="list-style-type: none"> <u>Whole School Duties as directed by the Line Manager (SBM):</u> <ul style="list-style-type: none"> To provide effective and efficient delivery of administration and secretarial duties. To undertake appropriate staff development in accordance with the needs of the School and Staff Development Policy. To deputise and provide support for other administrative staff across OHS. Provide reports and analyse data for the Leadership Team as directed. Work with the SBM to support any necessary ordering and invoicing systems. Assist with managing the school's email inboxes as directed, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary. Manage the school's telephone, ensuring any messages are passed on in a timely and efficient manner. Report any issues with the school's IT systems. Organise and distribute incoming and outgoing post. Keep records in accordance with the school's retention schedule and data protection law, ensuring information security and confidentiality at all times. <u>Setting Specific Duties under the supervision of the setting AHT:</u> <ul style="list-style-type: none"> Maintain setting based systems and processes necessary for securing high quality provision for all pupils. To manage and oversee links with other agencies such as pupil transport systems and/or wider MDTs as directed. To manage pupil files (paper and electronic) as agreed with the SBM Operate OHS ICT packages including the management information system, and Microsoft products. Carry out various administrative tasks associated with the setting. Independent working is required. Provide information to staff, pupils, parents, schools and other professionals. 	

- Contribute to the planning, development and organisation of the setting's systems, procedures and policies.
- Book training courses for staff, following approval by SLT
- Support the ordering process for school resources, including keeping stock levels and supporting teachers and HLTAs when placing orders.
- Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues if necessary.
- Assist with organising meetings and events, including governors meetings and candidates interviews, including the organisation of rooms and equipment, and providing refreshments as required.

In addition to the specific responsibilities outlined above, the post holder will be expected to:

- Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture.
- Support the aims and ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Take on any additional responsibilities which might from time to time be agreed with the Headteacher
- Build strong links with parents and carers.
- Uphold the school's behaviour code.
- Participate in and where appropriate lead staff training.
- Attend and where appropriate lead team, and staff meetings.
- Develop strong links with governors, LA support teams, outside agencies, and neighbouring schools.
- Take appropriate responsibility for own health, safety and welfare.