

Post Title: Office Administrator Team Member
Job Grade: H4 (37 hours a week, Term time only, plus INSET)
Responsible to: Office Manager

Job purpose:

- To support the School Community in ensuring the efficient running of the School's Reception, Student Services, School Office and Resources.
- To provide administrative support to Parents/Carers, Students and Staff.
- To help with the administration of school trips and other school activities.
- To be First Aid trained and provide occasional First Aid cover.
- Provide general administrative support including data entry, filing, emails and letters to parents and document preparation.
- Greet and assist students, parents and visitors in a professional and welcoming manner.
- Answer phone calls and emails, and direct enquiries to the appropriate staff members.
- Support teachers and school leadership with ad hoc tasks.
- To maintain and update all administrative and information systems and processes as required, including retrieving and collating information and to ensure delivery of a high-level reception and Student services
- To assist with office tasks as directed by the Office Manager.
- To carry out other occasional reasonable duties that may be requested by the Headteacher or the Office Manager/Heads EA.

This job description sets out the duties of the above post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.