



## Job Description and Person Spec

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|---|---|
| POST TITLE  | Office Administrator (Full Time)  |
| CONTRACT TERM   | Fixed-term until 31 <sup>st</sup> August 2026   |
| The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.       |   |
| SCALE   | Grade 4 Point 4   |
| PURPOSE OF THE JOB & ACCOUNTABILITIES   | <b>PURPOSE OF THE POST</b> <ul style="list-style-type: none"> <li>To support the school office and administration function within the school</li> <li>To work with the School Business Manager to continually improve administrative services and procedures across the school</li> <li>Deal with enquiries promptly and in a professional manner.</li> </ul> |
| RESPONSIBLE TO  | The Business Manager  |
| Line manager of:  | No line management responsibilities   |
| Heyford Park School recognises and values continued professional development. Therefore, training opportunities will be made available as appropriate or necessary. |   |

### To lead, manage and develop:

#### Reception and administration

- Support the reception function by sitting in the front office at either site throughout the week
- Sign in and welcome visitors to the school
- To act as first point of contact on reception for visitors to the school
- To ensure visitors are signed in and issued with a visitors pass
- To ensure all safeguarding measures are taken when signing visitors into the school
- To answer the phone and liaise with parents
- To answer external enquiries to the school
- To monitor the office email inbox, responding to and/or forwarding messages as appropriate
- To contact parents/carers regarding the welfare of their child in the case of illness/accident
- To check that students signing out have the permissions to do so.
- To update student records as required
- Any other administrative duties commensurate with the grade of the post as directed by the Business Manager

#### Performance management:

Participating in the school's arrangements for performance management, professional development and the school's arrangements for quality assurance and internal verification.

#### General responsibilities:

- Act as a model for school values
- To undertake other duties appropriate to the grade of the post as the Principal or delegated line manager may from time to time reasonably determine.
- To cover for other office staff in their absence when required.

## Person Specification

| Characteristic                       | Essential  | Desirable  |
|--------------------------------------|--|--|
| <b>Education and Training</b>        | GCSE Maths and English   | Degree educated<br>First Aid Certificate.  |
| <b>Relevant Experience</b>           | Held a similar administrative post prior to application<br><br>Data management<br><br>Use of Microsoft Word, Excel and Microsoft Outlook   | School office experience<br><br>Admissions process Experience<br><br>Experience of MIS systems |
| <b>Relevant Skills and Aptitudes</b> | Excellent written and oral communication skills<br><br>Excellent personal, organisational and interpersonal skills   | Use of Mail Merge to send out communications   |
| <b>Personal</b>                      | <p>The selection panel will also want to assess the extent to which the candidate demonstrates the ability:</p> <p>to act with integrity, commitment, enthusiasm and loyalty</p> <p>to dedicate themselves to the development of Heyford Park School whilst maintaining their own professional development and ambition for promotion</p> <p>to demonstrate energy, assertiveness, flexibility, humour, confidence, honesty, moral courage and integrity</p> |  |