

# JOB DESCRIPTION AND PERSON SPECIFICATION



EMPLOYMENT DETAILS	
<b>JOB TITLE:</b>	Office Administrator
<b>GRADE:</b>	KSB
<b>ALL STAFF RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>To live our values of collaboration, citizenship, sustainability and achievement.</li> <li>To follow our schools' and Trust's policies and procedures.</li> <li>To value lifelong learning and develop skills and knowledge.</li> <li>To adhere to the highest level of safeguarding and child protection.</li> </ul>
<b>MAIN PURPOSE OF THE ROLE:</b>	Responsible for providing administrative support for the school primarily with the nursery admissions

MAIN RESPONSIBILITIES	
<b>GENERAL DUTIES</b>	<ul style="list-style-type: none"> <li>Act as front of house and communicate with pupils, staff, parents and visitors appropriately.</li> <li>Ensure security protocols are communicated and understood by all visitors at the school.</li> <li>Follow security and safeguarding procedures.</li> <li>Ensure the office area is tidy and welcoming.</li> <li>Assist with maintaining general order in the school, e.g. clearing lost property.</li> </ul>
<b>GENERAL ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>Maintain the admissions waiting lists</li> <li>Assist in the completion of data collections and returns, e.g. the termly Early Years Headcounts and estimates.</li> <li>Ensure all statutory paperwork is maintained</li> <li>Provide admissions support</li> <li>Ensure pupil records are kept up-to-date on the school's MIS system</li> <li>Provide general admin support to ensure the school delivers effective and efficient services.</li> <li>Complete any photocopying, as required.</li> <li>Assist in managing the school's calendar.</li> <li>Maintain an up-to-date and accurate inventory of stock, and place orders when required.</li> <li>Assist in the collection and recording of various data, e.g. attendance data.</li> <li>Analyse and evaluate data and produce reports as required.</li> <li>Process and distribute incoming post and manage outgoing post.</li> <li>Ensure the confidentiality of information is maintained.</li> <li>Carry out other general admin duties as required, e.g. sending out letters.</li> </ul>



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<b>FINANCE</b>	<ul style="list-style-type: none"> <li>• Ensure the security of cash stored in the office.</li> <li>• Maintain a system for collecting, recording and providing invoices and receipts.</li> <li>• Produce a variety of financial statements and reports, as required.</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• Answer and direct all incoming phone calls.</li> <li>• Monitor the office email and handle queries.</li> <li>• Act as a first point of contact for parents, e.g. when reporting absences or making complaints.</li> <li>• Follow the school's absence management procedures and report any concerns to the office manager.</li> <li>• Contact parents when appropriate, e.g. when their child needs to be collected due to illness.</li> <li>• Be aware of the school's calendar of events so queries from parents and other members of the community can be answered.</li> <li>• Maintain confidentiality when communicating with parents and visitors to the school.</li> <li>• Ensure good lines of communication between the office and the rest of the school.</li> </ul>
<b>ADDITIONAL DUTIES</b>	<ul style="list-style-type: none"> <li>• Understand and follow all relevant school policies.</li> <li>• Attend and participate in training and development courses as required.</li> <li>• Be a role model for the standards of behaviour expected of pupils.</li> <li>• Undertake reasonable additional duties as requested by the headteacher.</li> </ul>
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• Recognise and report any concerns about pupils' safety, wellbeing, behaviour or development, following school safeguarding procedures.</li> <li>• Maintain safe working practices, professional boundaries and confidentiality when working with pupils.</li> <li>• Support pupils' wellbeing, inclusion and positive behaviour, ensuring a safe and secure learning environment for all.</li> </ul>

- This job description outlines the duties of the post at the time of publication.
- The post holder may be asked to carry out other reasonable duties without changing the role's general responsibilities.
- Priorities will be reviewed annually through performance management.



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PERSON SPECIFICATION	
Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> <li>GCSEs in English and Maths at grade C/4 or above</li> </ul>	<ul style="list-style-type: none"> <li>Safeguarding training</li> <li>Data protection training</li> <li>Additional qualifications and training</li> </ul>
Skills and experience	
Essential	Desirable
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Working in an administration role</li> <li>Handling cash</li> <li>Handling confidential information</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>Comprehensive use of all Microsoft Office programmes</li> <li>Data analytics</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Working in an education setting</li> <li>Handling complaints and concerns</li> <li>Dealing with suppliers</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Calendar management systems</li> </ul>
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>Understanding of their statutory requirements relating to safeguarding, equality, health and safety, and data protection.</li> <li>Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community.</li> <li>Knowledge of how to use financial computer databases effectively and independently</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of education policies and procedures.</li> </ul>
Personal traits	
The successful candidate will have	
<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills.</li> </ul>	



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- Excellent time management and organisation skills.
- The ability to work independently and as part of a team.
- The ability to maintain successful professional relationships.
- The ability to prioritise tasks and handle a demanding workload.
- Good problem-solving skills.

## Additional requirements

### The successful candidate will have

- Evidence of an enhanced DBS check, or willingness to undertake one.
- Suitable references from their previous employer.

➔	Signed:	Date:
	Name:	School:

