Ormiston Academies Trust
ACHIEVING MORE TOGETHER

Job Description: Office Administrator

Office Administrator is responsible for providing administrative and financial support to ensure smooth school operations.	Terms and Conditions - OAT Grade 2 - 37 Hours/Working weeks - Ormiston South Parade Academy - Reports to The Principal & SLT - Responsible for the Administration of the Free Breakfast Club

Job Responsibilities

- Reception duties including greeting visitors, co-ordinating the visitor sign-in system, handling parental, pupils, staff and visitor queries, answering the telephone and receiving deliveries
- Use of various ICT package (internal and external) for the purpose of maintaining and processing academy business
- Word processing tasks to produce documents including policies, staff bulletins, letters, presentations and newsletters
- Support with trips and record keeping
- Support with the administration of the free breakfast club
- Note taking at meetings
- Photocopying of documentation as required
- Create and maintain appropriate filing systems both electronic and paper
- Ensure compliance with GDPR (General Data Protection Regulations 2018) in all aspects of academy business
- To distribute incoming and outgoing post and internal communication
- Assist with whole academy mailings
- Ensure the office area is always tidy, clean, safe and attractive
- Admin support with organising events such as academy productions, open events, parents evening, achievement evening, etc
- To implement fully and positively the Academy's policy on office procedure
- Filing and archiving
- Checking deliveries and ensuring the relevant paperwork is accurate
- Monitor stationery stocks
- Be aware of emergency, security and safeguarding procedures in accordance with Academy policies
- Use of Arbor pupil database
- Any other duties as deemed reasonable by the Principal or line manager in order to meet the strategic an operational needs of the Academy
- To be aware of the safeguarding and child protection policy and to follow protocols and guidelines set out in the policy
- To be aware of all school policies and procedures and always comply with these.

Person Specification

Qualifications and Training	**Desirable (D)/Essential (E)**
GCSEs (or equivalent) in English and Mathematics at Grade C/4 or above.	E
Relevant qualification in administration, finance, or business management (e.g., NVQ Level 3, AAT Level 2, or equivalent experience).	D
Knowledge for implementing a range of administrative procedures, including IT packages and systems	E
Evidence of continuous professional development.	D
Experience	
Experience of using administrative systems in a school or similar environment.	E
Experience providing administrative support within an educational setting or similar environment.	E
Experience in maintaining accurate records and databases, particularly in relation to student records.	E
Experience in handling confidential information with discretion.	E
Experience of Microsoft office products including Word, Powerpoint, Excel.	E
Previous experience using Arbor or similar Management Information Systems.	D
Experience of working with children	D
Knowledge and Skills	
Strong administrative and organisational skills, including record-keeping and data management.	E
Proficiency in IT systems, including Microsoft Office (Excel, Word, Outlook).	E
Ability to manage workload efficiently and prioritise tasks effectively.	E
Understanding of GDPR and data protection principles in handling student and financial records.	E
Ability to work with high levels of accuracy and attention to detail.	E
Knowledge of school funding and financial procedures.	D
Understanding of safeguarding requirements in a school setting.	D
Personal Attributes	
Strong communication and interpersonal skills, with the ability to build positive working relationships with staff, students, parents, and external agencies.	E
Ability to work independently and as part of a team.	E
Professional and confidential approach to work.	E
Willingness to learn and adapt to new systems and processes.	E
Proactive and solution-focused approach to problem-solving.	E
A commitment to continuous improvement and development.	E
A flexible approach to workload and willingness to support wider school functions when needed.	D