

Job Description

Job Title:	Office Administrator
Date last reviewed:	March 2021
Grade of post:	GRADE 6
Location:	Barton Park Primary School
Line Manager:	School Business Manager
Disclosure Level:	Enhanced DBS

Job Purpose: Under the instruction/guidance of senior staff: provide general administrative/financial support to the school.

Main Duties could include:

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- To provide administrative support for Attendance and Admissions
- To provide administrative support for wrap around care and enrichment clubs.
- Using the school electronic payment system to set up and communicate parent payments; to check and chase these as required.
- To administer parents' evenings through our MCAS system.
- To keep CPD records for staff training including first aid training; book training when required.
- To maintain clear and complete records for pupil medication including auto injectors and asthma inhalers.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Bookings and other admin for school trips, events etc.
- Collate a draft newsletter weekly with input from SLT, calendars and emails, ready for the Headteacher's approval.
- Be the point of first contact for work experience students.
- Booking school photos and ensuring these run smoothly.
- To maintain the lists of pupils for free milk and fruit.
- To assist the SBM with HR file compliance.
- Provide general clerical/admin. support e.g. complete standard forms, respond to routine correspondence and file own paperwork appropriately.
- Maintain manual and computerised records/management information systems
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises
- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet)

- Maintain stock and supplies, cataloguing and distributing as required
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Safeguarding Statement to be included in all job descriptions

Barton Park Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.