

Post Title: Office Administrator Team Member
Student Services/First Aid Cover

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 and School Office.
- 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 school trips and ensure that staff are supported with this process
- 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.