

JOB DESCRIPTION



SCHOOL: Elsecar Holy Trinity CE Primary Academy

POST: Office Administrator

GRADE: DSAT Grade 4- 5 SCP 7-17

Hours: 30 hours a week, pro rata (term time only)

RESPONSIBLE TO: Headteacher, Executive Director of Business and Operations
Executive for the Trust, Director of People & Culture, Chief Finance Officer

Main Purpose of the Job

Under the direction of the Headteacher and Executive Director of Business and Operations, Director of People & Culture and CFO; to oversee all administration relating to HR, finance and other matters within the management of the schools which are supportive to, but do not involve, the teaching function. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision, and ethos of the school in all interactions.

1. DUTIES AND RESPONSIBILITIES – Running the Office

- Undertake reception duties, answering routine telephone and face to face enquiries and dealing with visitors including contractors on site.
- Check visitor ID and verification documents and input to the single central record where required i.e. Visitors. Contractors, Supply staff.
- Be alert to unknown individuals on the school premises and report any concerns in line with the schools' procedures.
- Input new staff members to the entry sign in system.
- Visitor fire log.
- Assist with late pupil arrivals, pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff, contacting parents as instructed including messages to parents via the communication system
- Organise and distribute incoming and outgoing post/e-mail communication.
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary.
- Seek support from other colleagues where necessary to respond to complex enquiries.

2. DUTIES AND RESPONSIBILITIES – Administration

- Provide general clerical/administrative support e.g. photocopying, filing, scanning, emailing, complete routine standard forms, respond to routine correspondence.
- To prepare relevant paperwork for the Headteacher including producing reports and statistical information as requested
- Type up newsletters/social media posts.
- Update and maintain the school website.
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance ensuring all safeguarding procedures are followed.
- Assist with arrangements for visits – school trips and events etc. including dealing with ticket sales and chasing income, i.e. outstanding trip payments and any debts.
- Input data to and maintain manual and computerised records and management information systems including:- nursery new starters admission data, breakfast club reconciliation, book late dinners, reconcile dinner orders, pupil admissions, new and ad-hoc starters on Arbor – staff and pupils, milk validation, ParentPay details, under 5 milk claim (NMRU), scheme of aid music claim, Arbor year end, and ParentPay year end.
- Keep records in accordance with the school's record retention schedule and data protection law, always ensuring information security and confidentiality.
- Complete the School Pupil Census
- New pupil starters packs/forms and CTF's.
- Produce lists/information/data as required e.g. pupil data – milk list, new pupil starter packs, identify who is eligible for a free school meal using the free school meal portal – FSM portal check.
- Ensure GDPR parental consent letters signed including those within new starter packs and for specific events.
- Assist with marketing and promoting the school.
- Report any issues with the school's IT systems using the organisations reporting method.

3. DUTIES AND RESPONSIBILITIES – Finance Administration

- The ordering, processing and payment for all goods and services provided to the school including the school debit card and petty cash
- Accurately recording, counting and banking of monies collected
- Prepare, record and monitor various inventories throughout school.

- Maintain stock and suppliers, cataloguing, and distributing as required (including first aid items).
- Raising sales recharges, entering cash receipts and reconciling school bank account

4. DUTIES AND RESPONSIBILITIES – Premises

- Arrange and book contractors to carry out routine and ad hoc maintenance, under the direction of the Headteacher
- Carry out risk assessments.
- Ensure fire evacuation plans are in place.
- Fire Warden duties.

3. DUTIES AND RESPONSIBILITIES – Human Resources Administration

- To oversee human resources matters in line with DSAT guidance e.g. ensuring required pre-employment checks are carried out for new employees, reporting to and liaising with payroll about salaries, expenses, sickness and maternity claims etc
- To oversee and maintain confidential staff records, and to ensure that staff records held in the school by others are kept confidential.
- Secure supply cover as requested in line with Trust procedures.
- To maintain the appropriate information system for the school's Single Central Record.
- To complete and submit the School Workforce Census under the direction and support of the central team
- To comply with and assist with the development and sharing of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Book training courses for staff members and maintain records, in line with the Trust procedures and systems

• GENERAL

- 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.
- To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher.
- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices or behaviour.

Criteria No Attributes Criteria How Identified Rank

1. Experience Recent relevant clerical/administrative/financial experience A/I Essential

Dealing with face to face and telephone interactions A/I Essential

Working with children or young people A/I Essential

Working and collaborating within a team A/I Essential

2. Education and

Training Attainments

Level 2 or equivalent qualification or experience in relevant discipline.

A Essential

First aid training (or willingness to complete it) A Essential

Fire Warden training (or willingness to complete it) A Essential

3. Skills and

Knowledge

Good oral and written communication skills A/I Essential

Ability to respond quickly and effectively to issues that arise A/I Essential

Ability to plan, organise and prioritise to meet deadlines A/I Essential

Ability to use own initiative and take action accordingly A/I Essential

Excellent attention to detail A/I Essential

Ability to use IT packages including word processing, MIS, spreadsheets and presentation software

A/I Essential

Employee

Post Title: Office Manager Grade: 4/5

A/I

Essential

Ability to use office equipment effectively

Ability to build effective working relationships with colleagues

Understanding of data protection and confidentiality

A/I

Essential

Understanding of safeguarding

A/I

Essential

Knowledge of relevant policies/codes of practice and awareness of relevant legislation

A/I

Essential

A/I

Essential

4. Personal Qualities Commitment to promoting ethos and values of the school and getting the best outcomes for all pupils

A/I Essential

Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity, and reputation of the school

A/I Essential

Ability to work under pressure and prioritise effectively A/I Essential

Commitment to maintaining confidentiality at all times A/I Essential

Commitment to safeguarding and equality A/I Essential

Embraces change well A/I Essential

Deals with difficult situations effectively A/I Essential

A/I Essential

5. Additional factors Ability to travel to meetings and events in the UK (possibly outside office hours).

A/I Essential

Always operate with the highest standards of personal/professional conduct.

A/I Essential

Willing to undertake training and continuous professional development.

A/I Essential

Work in accordance with the Trust's vision and values. A/I Essential