

Job Description: Office Administrator

Responsible to:	Headteacher/Senior Staff
Job Type:	Permanent
Grade:	6
Hours per week:	30
Working weeks:	38 + 2 weeks
Location	Thameside

Context

Under the direction of the Headteacher and Senior Staff provide routine general clerical, administrative, financial support to the school including HR, premises, health and safety, catering and cleaning, breakfast club, attendance and school and nursery admissions.

Organisation

- Support the smooth running of the school alongside the Headteacher.
- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.
- In liaison with the Trust central team and the school headteacher, ensure that support services in the school function smoothly. Problem solve and strategically plan for all aspects of HR (including recruitment and induction), premises, health and safety, cleaning, catering, attendance, admissions, nursery, marketing and website.
- Support staff, parents, governors and external agencies / contractors in any aspects of their delivery to ensure the smooth running of the school.
- Assist with pupil first aid / welfare duties (looking after sick pupils, liaising with parents / staff etc.)
- Acting as EVC, assist in arrangements for schools' trips, events etc.
- Act as first aider in school and oversee co-ordination of children with medical needs.
- Manage Admin Assistant, Catering Managers and lunchtime staff, cleaners and breakfast club staff; carry out annual performance reviews and negotiate specific personal development goals.
- Maintain and organise safeguarding records e.g. Single Central Record and records of training.

Administration

- Provide general clerical / administration support e.g. photocopying, filing, complete standard forms, respond to routine correspondence.
- Provide personal, administrative and organisational support to other staff. Link between Trust and school staff (e.g. IT) and manage and prioritise premises and health and safety requirements on caretaker's working day.

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- Contribute to the planning, development and organisation of support service systems / procedures / policies.
- Maintain manual and computerised records / management information systems e.g. Bromcom.
- Produce lists / information / data as required e.g. pupils' data, school census, EYFS funding data and assessment data.
- Undertake typing and word-processing and other IT based tasks.
- Administration of new pupil and nursery admissions including welcome packs.
- Undertake routine financial administration e.g. trip money, childcare vouchers. Support budget monitoring by liaising with Trust Finance Officer. Monitor financial spend e.g. sports funding and end of year. Ensure nursery data and funding is processed according to deadlines.
- Undertake administrative HR functions such as recruitment in line with statutory requirements.
- Planning and procurement of goods and processing of invoices.
- Assist with the production of school newsletters, school prospectus, marketing materials, general communication to the school community and website review.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, risk assessments, first aid and medical needs, reporting all concerns to an appropriate person.
- Always promote the values and ethos of the school, making decisions and problem solving within the highly positive culture established. Being a role model for putting teaching and learning and children first whilst pragmatically and strategically solving matters arising, in liaison with the Headteacher. Clerk meetings when required.
- Sort and distribute mail.
- Undertake administrative procedures.
- Maintain and collate pupil reports.
- Undertake routine administration of school lettings and other uses of school premises.

Resources

- Operate relevant equipment / ICT packages (e.g. Bromcom, iplicit, EduPay, SharePoint, Teams, word, excel, databases, spreadsheets, Internet).
- Maintain stock and supplies, cataloguing and distributing as required, placing orders for purchasing requirements ensuring best value is achieved.
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration e.g. processing orders.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and GDPR, 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.

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- Support the school leadership team as required with auditing processes e.g. Health and safety, safeguarding.
- Support the efficient running of breakfast club, lunches and afterschool care.
- Act as Deputy Designated Safeguarding Lead.

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

Cambrian Learning Trust is 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) as part of their job role.

Qualifications and Experience

Qualities	Essential/Desirable
Experience General clerical/administrative work. Line management experience Experience working in a school environment	E D D
Qualifications & Training NVQ 2 or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills	E E
Knowledge & Skills Appropriate knowledge of first aid Effective use of ICT packages Use of relevant equipment/resources Good keyboard/computer skills Knowledge of relevant policies/codes of practice and awareness of relevant legislation Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to identify your own training and development needs and cooperate with means to address these	D E E E E E E E

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