



Job Description Office Administrator Band B



Job Description

Job Title: Office Administrator

Salary: £28,598 - £34,434 (pro-rata, term time only)

Contract Type: Permanent

Working Pattern: Monday – Friday 30hrs (7:45am – 1:45pm)

Location: School Office

Reports to: Senior Office Manager and SLT

Job Purpose

To promote a broad range of general clerical and administrative duties.

Duties and Responsibilities

Specific

1. Ensure the classes have all required documents for the daily teaching and that the photocopier is stocked up and functioning.
2. Take responsibility for consumable stock and ensure that it is monitored carefully and replenished, whilst working within the agreed budget. Arrange the annual stock order ensuring all classes have resources and books.
3. Manage attendance procedure which includes; monitoring daily attendance and punctuality, identifying concerns and patterns. Maintain accurate records on Arbor, follow procedures for leave in term time and ensuring compliance with statutory requirements and safeguarding procedures.
4. Assisting Senior Office Manager in completing and submitting forms as required, including those to outside agencies e.g. Census to DfE
5. Assisting Senior Office Manager in admissions process e.g. Add new students, remove leavers, create common transfer files (CTFs) from Arbor and transfer through the S2S system while carrying out relevant paperwork and ensuring legal documentation is in place and logging school lunches and link to payment systems.
6. Work flexible hours to ensure coverage of the front office and cover reception duties as and when required, liaising with all school visitors in a professional and courteous manner.
7. Maintain the school diary and termly planner.
8. Update and distribute communications which may include but is not limited to the school's website, newsletters and other communications with parents, colleagues and the community.



9. Organise and manage the administration of parents' evening appointments.
10. Work closely with the Senior Office Manager to ensure all payments for school meals and school trips are received and to manage the debt process, sending out debt letters where necessary.
11. Keeping computerised records up to date and ensuring a high level of accuracy is maintained.
12. Any other duties as instructed by the Headteacher.

General

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure equal opportunities for all.
3. Contribute to the overall ethos, work and aims of the school.
4. Attend and participate in relevant meetings as required.
5. Participate in training, other learning activities and performance development as required.