



DRAFT JOB DESCRIPTION

JOB TITLE:	Office Administrator
GRADE:	Grade C
WORKING WEEKS/ HOURS:	39 weeks; 37 hours per week
TIMES WORKED:	Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm
BASE:	Administration Office

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: Office Manager

GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

JOB PURPOSE

To support the Main Office.

RESPONSIBILITIES/ACCOUNTABILITIES:

- When required, act as the first point of contact for the school, providing a professional reception and switchboard service and resolving a range of enquiries independently.
- Coordinate and maintain administrative processes for pastoral systems, ensuring student records are accurate and updated in accordance with school procedures.
- Provide proactive administrative support for core school systems, ensuring that data is processed efficiently to support the smooth running of the school.
- Deliver high-quality and confidential administrative support to the Senior Leadership Team, including the preparation of statutory/legal documents.

- Contribute to the development, implementation and ongoing maintenance of IT based administrative systems to improve efficiency and data accuracy.
- Provide skilled administrative cover during staff absences, adapting quickly to different office functions to maintain service continuity.
- Hold a First Aid certificate (or be prepared to undertake training) and when required oversee and administer the daily operation of the medical room, ensuring students receive appropriate care and that all incidents are recorded in line with policy. Also that IHCP are maintained and communicated.
- Such other duties as may be reasonably allocated or directed within the purview of the post.

NOTES

- The School and site is open between the hours of 6.00am and 10.30pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very exceptional reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
 - (a) unpaid leave, or
 - (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
 - (a) Overtime has been worked by agreement with the Headteacher.
 - (b) To attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the SENCo.

Date Prepared: July 2024

Prepared By: HR

Date Reviewed:

Reviewed By: