

Job Title	Office Administrator
Responsible to:	Headteacher

Responsibilities

Administration

- Provide administrative support such as photocopying, filing, faxing, completing routine forms.
- Deal with general enquiries either by telephone or face to face and sign in visitors.
- Open, sort and distribute incoming mail and post outgoing mail.
- Produce and respond to correspondence using templates.
- May be the first point of contact for sick pupils and liaise with parents/carers/staff.
- Assist with arrangements for school events and visits including hospitality.
- Contribute to the production of materials e.g. year books.

Resources

- Arrange orderly and secure storage of supplies.

Systems, Policies and Procedures

- Adherence to school administrative systems, policies and procedures.

Team Involvement

- May demonstrate administrative duties to new or less experienced staff.

Building Professional Relationships

- Communicates with other school staff as well as pupils, parents/carers, suppliers and visitors.

Record Keeping and Information Management

- Maintain manual and computerised records and management information systems.

Problem Solving and Decision Making

- Identifies straight forward solutions to simple problems and little close supervision is necessary.

Knowledge, Skills and Experience

- Some knowledge of administration and office systems and procedures equivalent to NVQ level 2.

Physical Demands and Working Conditions

- Normal physical effort with a mixture of sitting, walking and carrying minor loads.
- Work normally carried out in an office environment

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01353 656760
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DEMAT Office Address:

Grace Building, 8 High Street, Ely, Cambridgeshire, CB7 4JU

Person Specification

Attributes	Essential (E) or Desirable (D)
Knowledge, Qualifications and Experience	
A minimum qualification of GCSE Maths and English (or equivalent) grade C or above	E
Previous experience in administration or office-based environment	D
Commitment to undertake professional training/development relevant to the post/seeking career progression	E
Working with General Data Protection Regulations	D
Previous experience working in a primary school	D
First Aid training	D
Knowledge, Skills and Abilities	
Excellent numeracy/literacy skills	E
Proficient in Microsoft Office: Word, Excel / Keyboard skills	E
Knowledge of Google platforms	D
Knowledge of working with standard office equipment	E
Able to communicate with a variety of stakeholders (e.g. colleagues, parents, external agencies)	E
Ability to contribute effectively to support teamwork	E
Communicates in a clear and polite manner on the telephone or face to face	E
High level of written and oral communications	E
Strong organisational, personal time management and planning skills	E
Ability to ensure that policy and procedures are carried out correctly and effectively	E
Ability to work with minimum supervision	E
Personal Attributes	
High level of collaboration, cooperation and team working capabilities	E
High levels of adaptability and flexibility	E
Confidentiality	E
High attention to detail	E
Commitment to safeguarding and promoting the welfare of children and young people	E

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