



UNIVERSITY OF CAMBRIDGE PRIMARY SCHOOL

JOB DESCRIPTION

Title: Office Administrator

Grade: Salary SCP 5 – 6

(37 hours per week, 40 weeks a year)

Responsible to: Director of Business

This is an exciting and challenging role for someone who relishes serving a community; someone who is positive, solution focused and keen to find ways to communicate highly effectively with diverse stakeholders.

PURPOSE OF THE ROLE:

You will be outward facing, focused on first impressions, relationship management with the wider community and school admin support.

Duties and Responsibilities

First Impressions:

- To provide a professional welcoming interface between the school, visitors and families and be a point of contact for both telephone, email and face to face enquiries and take messages where appropriate. Embracing the values of our school.
- To ensure school safeguarding arrangements are always complied with, including the issue of visitor's badges and signing into the schools electronic visitor management system.
- Take the lead to ensure all contractors, volunteers and regular visitors have complied with the necessary safeguarding procedures. Liaise with the HR Manager to ensure the Single Central Record to accurate and up to date at all times.
- Management of the enquiries electronic mailbox

Administration:

- Support Admin Assistant with Scholar Pack system for pupil records and data
- Operate reprographic equipment in order to provide a timely and efficient service in accordance

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We take our Prevent Duty seriously and promote British Values at all times. Equality for all children, staff and volunteers is embedded in our ethos, thus meaning discrimination of disability, race, religious beliefs, gender, sexual orientation, sexual identity and gender identity is not tolerated. Appointment to this post will be subject to an enhanced Disclosure and Barring Service check and satisfactory references.

with standards required by the Headteacher.

- WisePay administration, the school's online payment and communication system.
- If necessary, taking minutes for general meetings and as requested and to write up in clear and concise ways.
- Daily telephoning the home of pupils to discuss with parents the reason for pupil absence in the absence of the Admin Assistant.
- Collating and inputting information on new pupil intake and leavers.
- Generate correspondence and reports of a routine nature.
- Liaise with the school kitchen, ensure that the returns required by the catering provider are completed in the absence of the Admin Assistant.
- Receive and distribute incoming post.
- To provide general clerical support as required.
- Any other duties relevant to the post and as directed by the Headteacher.

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