

JOB DESCRIPTION: ADMINISTRATOR

Grade 5

Responsible to: Headteacher

Reports to (Line Manager): School Business Manager



Job Purpose

The Administrative Officer will be required to provide professional administrative, financial and reception skills to the school to ensure that all stakeholders are welcomed and all administrative duties are managed to a high standard. The Administrative Officer must adhere to all school policies including Child Protection, Acceptable Use and Health & Safety at all times.

Duties & Responsibilities

- To provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient and professional manner
- To answer the telephone in a friendly, professional and efficient manner and record and pass on messages as appropriate
- To manage reception entrance and exits whilst having a high regard for security
- To ensure visitors sign in and are provided with a visitor's badge
- To record DBS numbers where appropriate and check supporting information
- To record DBS information in the single central register with the support of the Business Manager
- To accurately maintain the school diary
- To use SIMS to record, monitor and produce reports on pupil attainment information
- To distribute internal and external post and correspondence as appropriate
- Ensure all information is treated confidentially and have absolute discretion at all times
- To monitor the late arrival of pupils and maintain an accurate and up to date computer and paper based records and files
- To contact parents/carers to establish the reasons for pupils' absenteeism by telephone and letters

General

- Ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety at work policy.
- Participate in the school's performance management scheme, ensuring that performance standards/targets are set and met within the agreed time scale.

Equal Opportunities

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within Heron Primary School

Commensurate Statement

Undertake any other reasonable duties commensurate with the grade as determined by the Business Manager and Headteacher.

Child Protection

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

Signed _____ Date _____ Postholder

Signed _____ Date _____ Headteacher