

## **Office Administrator**

### **Job Description**

#### **Grade: GR3 Subject to formal evaluation under the Pay Equity Review**

##### **1. Job Purpose**

- 1.1 This postholder will provide clerical, and administrative support to the Headteacher, Senior Office Manager and school to enable the delivery of a professional and efficient and administrative service

##### **2. Key Responsibilities**

- 2.1 To be responsible for the efficient and effective running of the school office, under direction of the Senior Office Manager
- 2.2 Responsibility for establishing contacts with a variety of outside suppliers of goods or services, the receipting of goods and invoice processing
- 2.3 Responsibility for administering schools' admissions procedures and accurately maintaining the pupil related information system
- 2.4 Ensuring accuracy of pupil data on the MIS (Management Information System, i.e. SIMS/ARBOR)
- 2.5 Supporting the Senior Office Manager with Census i.e. provision of pupil data
- 2.6 Supporting parents with any concerns or queries
- 2.7 Maintaining pupil records, both manual files and system records i.e. SIMS
- 2.8 Ensuring the provision of clerical support including typing/word processing, reprographics and filing
- 2.9 Supporting the Senior Office Manager with the set-up of meeting and school events
- 2.10 Providing admin/clerical support to the HT, under direction of the Senior Officer Manager
- 2.11 Liaising with the LA and other agencies in relation to pupil welfare, under direction of the Head Teacher and /or Deputy Head Teacher

- 2.12 Responsibility for ensuring that an effective reception and switchboard service is provided
- 2.13 Supporting the Senior Office Manager with recruitment of new staff, volunteers and work experience placements
- 2.14 Responsibility for compiling and returning statistical information as required by the LA and other agencies.
- 2.15 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.16 To ensure all tasks are carried out with due regard to Health and Safety
- 2.17 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.18 To adhere to the ethos of the school
  - 2.18.1 To promote the agreed vision and aims of the school
  - 2.18.2 To set an example of personal integrity and professionalism
  - 2.18.3 Attendance at appropriate staff meetings and parents evenings
- 2.19 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

### 3. Supervision Received

Level of supervision: Senior Office Manager

- ~~1. Regularly supervised with work checked by supervisor~~
- 2. Left to work within establishment guidelines subject to scrutiny by supervisor
- ~~3. Plan own work to ensure the meeting of defined objectives~~

### 4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

### 5. Special Conditions

- 5.1 None

