



## **JOB DESCRIPTION**

**Job Title:** Office Administrator

**School/Service:** St Anne's Primary School

**Reports to:** Business Manager (in occasions of absence – Head teacher)

**Grade:** **Pt 7 FTE £20853.00**

**Location:** Whole School                      **Hours:** 32.5 a week (term time plus 1 week)

**St Annes is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**

### **Job Purpose:**

To support the School in attaining its aims and objectives by providing an effective administrative service within the establishment.

### **Principal Accountabilities:**

#### **1. Reception and front office duties**

- Ensure an attractive, friendly and organised welcome to the school
- To ensure the correct security and safeguarding checks are maintained at all times in regards to welcoming visitors onto the site.
- To ensure that the telephone calls to the school are received promptly and appropriately and that messages and calls are transferred in a timely manner.
- To receive post into the school and distribute in a timely and effective way.
- To ensure appropriate cover for the main office of the school is in place between 8.30am and 3.30pm. Ensuring that the office is never unattended for more than 5 minutes and the area is kept secure at all times.

#### **2. Maintenance of School Information Management systems and records**

- Update children's records, both paper and computer based, promptly and correctly. This includes:

- Inputting of new information regarding a given child, including address and contact details of parent / carer, medical needs, attendance records and any other information as directed by the Business Manager or SLT.
- Ensuring paper records of children's data are up to date, including the organisation and maintenance of each child's file.
- Ensure that attendance registers are completed twice a day in a timely manner to ensure an accurate record of children's attendance and in regards to fire regulations. To follow up any pupils not registered for the day and report any issues to the Head teacher immediately.
- To maintain agreed process and procedure in recording pupil lateness, absenteeism, exceptional arrival and departure from school (medical appointments etc.)
- To action, process and submit, with the agreement from the Head teacher, unauthorised absence penalties in line with Cambridgeshire County Council guidelines.
- To prepare, process and submit the bi-annual School Census in line with DfE guidelines.
- To ensure that the schools Inventory system for recording staff and visitor arrival and departure, is in working order and used daily in a consistent and appropriate way in accordance with fire regulations and procedures and safeguarding procedures.
- To ensure accurate and appropriate records of school meals (including free school meals) are compiled each day and communicated effectively to catering team and school business manager, where appropriate.

### **3. Internal and external communication**

- To receive, distribute and respond where necessary, to email enquiries to the school via the school's email account.
- The sending out of both paper and electronic communications on behalf of staff.
- To compile (with the support of the head teacher) produce and distribute the school's newsletter and update the school diary section of the newsletter appropriately.
- To receive appointments and update the school's computer diary as and when appropriate, ensuring whole school events and activities are recorded.
- To ensure up to date information for parents is available in various formats from the school office and displayed where appropriate.
- To attend staff briefings when requested to ensure communication of activities is up to date and effective.
- To compile and update (with the support of the Head teacher) the school website.

#### **4. Printing and reprographics.**

- To organise and produce the printing of various leaflets and brochures including school prospectus, school production programs, service sheets for church services and any other printing request from staff including class letters etc.
- To ensure the prompt and effective reporting and resolution of any difficulties with printers and photocopiers around the school including the replacement of ink, ordering of paper and general effective running and maintenance.

#### **5. Other general administrator duties**

- To work alongside staff to organise and communicate the termly timetable of extracurricular clubs and groups, including the booking of places and receipt of payment.
- To receive monies and payments from parents and carers for a variety of activities and items as and when necessary. Ensuring appropriate recording of the receipt of these, secure keeping and to pass on to the school business manager in a prompt, secure and timely way.
- To work effectively with all staff in the coordination and communication of class trips and events as requested to do so. Including the booking of coaches and tickets / places and ensure relevant trip request information sheet is completed appropriately.
- To receive requests for pupil holidays and absences, made by parents and carers, in the appropriate way and ensure head teacher authorisation is sort promptly.
- To ensure effective communication between the class teachers and the school office team.
- Management and control of the school stationery and general classroom supplies, raising orders for replenishment when required.
- Administering first aid (training will be given) and coordinating all first aid supplies, raising orders for replenishment when required.
- To complete all additional duties, fitting to the role of admin assistant as requested to do so by the head teacher and / or Business Manager

**Name** ..... **Date** .....

