



GATEWAY SCHOOL
GREAT MISSENDEN

JOB DESCRIPTION

School Office Administrator

To help provide an effective, efficient and welcoming office environment for our staff, children, parents and visitors.

Working Pattern: 8am – 4.30pm Monday to Friday, plus two 5pm finishes, term time and up to 10 days holiday work.

Reporting to: PA to Head Teacher

Main purpose of the job:

Administrative duties; promoting a warm and welcoming environment; promoting and supporting effective communication within school and with parents and other stakeholders, promoting and supporting effective day-to-day organisation within the school.

Key Responsibilities:

To support the Headteacher and school staff, working closely with the Office Assistant/Data Manager to undertake administrative and organisational processes as required; ensure the smooth running of the school office; use initiative and manage role with limited supervision, specifically:

- act as first point of contact for visitors, parents and pupils – both in person and by telephone, in a courteous, professional, calm and friendly manner
- supporting pupils and staff with their enquiries to the School Office, following up on any actions as required
- answering incoming telephone calls taking appropriate action to ensure the callers needs are met or queries answered
- undertaking the daily pupil attendance records and liaise with teachers and tutors concerning any missing pupils
- providing general clerical/administrative support to staff and colleagues
- updating the pupil management system – iSAMS, and pupil files/records
- operating relevant IT systems such as Word, Excel, Google and email
- distributing both internal and external mail
- helping in the preparation and distribution of the weekly office bulletin
- supporting the organisation of school events
- taking minutes at meetings as required
- liaising with the Friends of Gateway (FOG) in connection with any events that they may be holding
- to produce badges for special events
- to produce certificates for teaching staff



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- managing renewals of 'car park permits for parents'
- arrange venue/coach bookings for trips and other activities
- to attend Summer and Christmas Fairs, as well as Open Mornings
- carrying out any additional tasks given by the Head/Office Manager commensurate with this role

Key Skills:

- A positive, 'can do' attitude
- Excellent communicator, both verbal and written
- Strong organisational and administrative skills and be able to use ICT effectively
- Ability and temperament to work calmly under pressure in a busy office
- Well-developed interpersonal skills and an ability to maintain confidentiality at all times
- Be a reliable and approachable team player
- Have a confident, warm and welcoming manner in both person and on the telephone

Please Note: Gateway School is committed to safeguarding and promoting the welfare of children. The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure and Barring Service Check before he/she starts work at the school as well as taking up references before interview.