**ADMINISTRATIVE OFFICER**

**JOB DESCRIPTION**

Responsible to: Officer Manager

Appointment: 36 hours a week, all year round (AYR) Or term time only plus

2 weeks (salary pro-rated in this event)

Contract: Permanent

Scale: £20,952 - £23,361 per annum (Grade 4, 13-20)

**Job Summary**

To provide a comprehensive administrative support service in order to ensure the smooth running of the school office

To act as receptionist, answering incoming calls, responding to emails, greeting visitors and dealing with all correspondence and communication appropriately

To make maximum use of the schools developing information and communications technology, including the network for diary management and the effective management of databases

To input student data and manage student records

To manage the day to day administration tasks.

**Job Content**

**Reception**

* To ensure a welcoming and efficient reception for visitors and parents, providing a first point of contact for all incoming calls to ensure that they are answered in a timely and professional manner.
* To ensure that all calls and messages are correctly routed to their intended recipients, or an appropriate member of staff, to assure a quick and effective communication system
* To ensure that DBS requirements are followed for all visitors to the school
* To manage the school’s general enquiries email account and voicemail, ensuring all messages and emails are screened and forwarded to relevant colleagues in a timely manner
* To ensure the reception area is clean, free from clutter and well presented
* To assist with all outgoing post, including recorded delivery requests, ensuring correct postage and timely delivery. To sort and distribute incoming post on a daily basis
* To support with administration associated with Parents’ Evenings, Open Evenings and other key school events and to provide front of hours support for these events.

**Administration**

* To ensure a business-like office environment and promote good relations with all staff
* To use the school’s databases and administrative systems, ensuring relevant information is disseminated to appropriate members of staff
* To produce documents (including correspondence, reports and spreadsheets) as required
* To send text messages to parents on behalf of staff
* To maintain the school’s system for collection of valuables
* To ensure stationery stocks within the reception area is checked and replenished in a timely manner
* To provide refreshments for meetings when required
* To cover for absent colleagues and undertake other duties commensurate with the grade.
* To support administration and other operational staff as and when required.
* To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld
* To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
* To be active in issues of staff and student welfare and support
* To provide cover as directed by your line manager and SLT
* To comply and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* To support with whole school initiatives, attending whole school events and assemblies.
* To act as First Aider when required.
* To undertake training and development relevant to the post and in line with the school’s priorities.

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| *This job description sets out the duties of the post at the time it was drawn up.*  *The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.*  *This is a common occurrence and would not justify a reconsideration of the grading of the post.* |