

SCHOOL OFFICE ADMINISTRATOR

JOB DESCRIPTION

Post: Office Administrator
Term: Part time 8 am - 4.45pm 4 days [days TBC]
43 weeks a year (holiday to be taken in school holiday periods)
Reports to: Office Manager
Salary: £21,000 - £23,000 FTE pa (circa £15-£17k pa adjusted for 43 weeks & part-time)
Location: Hurst Park, West Molesey

Job Purpose

To ensure the provision of a professional and efficient reception and administrative support to parents, pupils and visitors to the Senior department of Cobham Free School.

To present a positive image of the school to parents and the local community.

The role will be based at the Senior site in West Molesey. The school will move to new premises in Cobham within the next couple of years and the role will then relocate.

Key Accountabilities

Reception/Office Duties

- Welcoming visitors and parents throughout the school day, ensuring appropriate sign-in procedures are followed.
- To answer the phone promptly and courteously and regularly check voicemails.
- Manage the school email inbox and respond as appropriate.
- To ensure all emails are responded to and actioned within 24 hours.
- Manage morning registration administration including fire registers and inform relevant staff of any absences.
- Raise any concerns regarding lateness/absence to Pastoral Support Officer/ relevant department Head within the week.
- Assist parents with forms eg medical and trip forms and process accordingly.
- Check and log delivery of items on the purchase order form.
- Administer the extra curricular club and study provision, taking bookings and co-ordinating with parents and staff.
- Focus on the registers at the start of the term, ensuring they are fully correct ready for use when clubs commence.
- Manage room bookings including hire agreements.
- Greeting visitors and preparing refreshments as appropriate.
- Maintaining a tidy office environment.

Medical/Pupil Care

- Administer first aid and prescribed medicines to pupils as required and liaise with parents over illness/absence.
- Ensure all medicines/asthma inhalers/epipens are in date and managed correctly.

- Ensure medical forms are appropriately completed for pupils.
- Keep up to date with latest health and safety guidance.
- Ensure all members of staff are up to date with health and safety courses.
- Ensure sufficient first aid supplies are available and stock maintained

Other Duties

- To be aware of and comply with school policies and procedures and report concerns as appropriate.
- Manage office diary and liaise with Executive Head over appointments as required.
- Room bookings - ensuring all bookings are correct to allow last minute bookings to be made easily and smoothly.
- Organise events and assist in marketing operations as required.
- Attend appropriate meetings and training as required.

PERSON SPECIFICATION

Education and training

Essential: Good standard of general education, including Maths and English at GCSE/O Level,
Desirable: Degree qualification

Experience

Essential: Experience of working in an administrative role
Desirable: Experience of working in a school administration role

Abilities and skills

- Strong communication skills, both orally and in writing.
- Good literacy and numeracy skills
- Ability to maintain confidentiality at all times.
- Excellent attention to detail and ability to work to a high level of accuracy.
- Good ICT skills and ability to accurately record and maintain data on school MIS.
- Flexible approach and able to work in a busy office environment with changing priorities and frequent interruptions.
- Ability to organise and prioritise own workload effectively - dealing with a wide range of requests from Senior Leadership Team, staff, parents and pupils.
- Confident team player, supportive of colleagues.
- Ability to relate to pupils in a sympathetic, friendly but firm way.

Cobham Free School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All appointments are subject to an enhanced DBS check.