JOB DESCRIPTION

MAIN OFFICE ADMINISTRATOR

POSITION: Main Office Administrator

SCALE: ATP&C Scale 4 point 7-10

HOURS & PAY: 35 Hours per week, term time only plus 2 weeks in the summer holiday

Actual salary £26,537-£27,698

Closing Date: Friday 1st August 2025

PURPOSE OF ROLE:

To provide a full administration service for the main office under the direction of the School Business Leader. This to include:

**MAIN ACTIVITIES:**

* Take responsibility for parentpay, this to include:
  + All trip costs – Liaising with parents to ensure income is received.
  + Library fines – processing and chasing parents, where necessary
  + Dinner money – ensuring children remain in credit and liaising with parents where necessary
* Trips Events Coordination
* Booking of trip
* All transport including TfL if eligible for free
* Working with team in confirming staffing
* Creating and distributing packs with all necessary detail on the day of each trip
* Coordination of minibuses
  + Internal bookings of school minibuses, liaising with staff
  + Ensure Tax, MOT and servicing is completed on time
  + Arrange any repairs that are required with local garage
* Data inputting
* Working with different departments to record TA data
* Working with 16+ team to arrange transport for students who access lessons off site.
* Cover for reception desks when required
* Support uniform shop opening from 2.30 pm – 3.30 pm each day.
* Any other admin duties that are equitable with the pay scale.
* Play a full part in the life of the school community, support the school’s priorities and ethos and encourage staff and students to follow this example.
* Undertake personal professional development activities, as agreed
* Ensure front line enquiries from staff, pupils, parents and visitors are dealt with promptly

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

CONDITIONS OF EMPLOYMENT

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (The contract). The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body:

* To uphold the school’s policy in respect of child protection matters
* Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
* The post holder may be required to perform any other reasonable tasks after consultation
* This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
* This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder
* All staff will be expected to participate in the school’s performance management scheme.

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| **Criteria** |
| **Education/Qualifications:**   * GCSEs level English and Maths; Grade 5 or equivalent * Previous experience of working with children in an educational environment preferred |
| **Professional knowledge, skills and competences:**   * Collaborative and supportive work with colleagues within the organisation * Collaborative and supportive work with parents. * A range of behaviour management strategies and styles. * The ability to enthuse and inspire others and has a ‘can do’ attitude. * Excellent listening skills * Resilience and optimism to lead through day-to-day challenges * The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop. * Confidence and self-motivation. * The ability to work well under pressure and to be decisive. * High levels of honesty and integrity. * Good oral and written communication skills. * Good listening skills. * ICT skills appropriate to the role, including audio visual and copying equipment. |
| **Personal qualities:**   * Willingness to participate actively in the wider school community. * Ability to form effective relationships with colleagues. * High expectations * Excellent interpersonal & communication skills * An ability to work collaboratively and lead and develop teamwork * Work with drive, energy, enthusiasm, resilience & a well-developed sense of proportion & humour * High levels of integrity, trust and endeavour * Self-confidence and calm approach when dealing with challenging and difficult circumstances * An understanding of how important a pleasant and positive working environment is to our young people * An ability to understand and follow instructions from Line Manager * The ability to prioritise and use own initiative when appropriate. * An ability to complete written reports when required * A willingness to undergo training and development on a regular basis |