



OFFICE ADMINISTRATOR

	Print Name	Signature
Date Effective		
Head Teacher		
Line Manager	Sue Whitcomb	
Employee		

JOB TITLE:	OFFICE ADMINISTRATOR
GRADE:	NJC 17 -20
REPORTS TO:	Business Manager

JOB PURPOSE:

- Provide a full secretarial service for the Executive Head, Head of School and teaching staff.
Smooth running of front office

MAIN ACCOUNTABILITIES:

The duties in this job description will be carried out in accordance with the School Teacher Pay and Conditions Document (September 2010), or any subsequent document which may succeed the 2010 document.

1. To provide administrative and secretarial support including typing and spread sheet/database entry, Word, Excel, telephone reception, Electronic Diary Appointments, and taking messages.
2. Responding to enquiries from educational staff, heads of schools, professionals from other agencies, voluntary organisations and parents.
3. Making arrangements for hospitality and providing hospitality to school visitors.
4. To open, sort and distribute post, including that received via the county courier service.
5. To operate the school telephone, fax and e-mail systems. Respond to e-mails where appropriate or forward to relevant departments to action.
6. To undertake reception duties and deal with general enquiries from visitors, parents, etc.
7. To collect, record, reconcile and bank monies (e.g. school photographs, school visits, uniform orders etc.); chasing up late payments with parents where necessary ensuring monies are banked in a timely fashion.
8. To undertake administrative duties in respect of pupil attendance, including following up of individual absences, in accordance with school absence policy.
9. Maintaining paper and electronic pupil registers. Ensuring up-to-date information is available for the EWO and Home School Liaison Officer.
10. To maintain stocks of stationery and office supplies and oversee stocktaking.
11. Order pupil/staff uniform ensuring spreadsheets are kept up to date and stock levels maintained.

12. Maintain the school petty cash account ensuring the relevant purchase requisition is completed and accurately documented on the spreadsheet.
13. Supporting Teaching staff with secretarial duties i.e. letters to parents / carers re: trips, re-arrangement of transport, calling parents/carers with relevant information (e.g. medication).
14. Inputting accidents / near misses into the accident book and then inputting them onto the AssetNet Health & Safety website.
15. Liaising with both Luton Borough and Central Bedfordshire Councils in arranging pupil taxi transport to and from home and school. Re-arranging transport as and when required (e.g. for external provision/changes to timetable) and responsible for any issues that may arise, rectifying the relevant situations.
16. Banking school monies and be responsible for collecting money from NatWest Bank as and when necessary.
17. Receive, secure and oversee the correct procedure including documentation regarding the distribution and administering of pupil prescribed medication.
18. Produce Invoices/Letters to Parents/Carers with regards to any damage to school property and maintaining up-to-date spreadsheet.
19. Work closely with the HR Manager providing references for new employees in a timely manner.
20. Plan, organise and prioritize workload accordingly.
21. To undertake any other duties of a similar level and responsibility as may be required.
22. To maintain confidentiality at all times in respect of school-related matters and prevent disclosure of confidential and sensitive information.

Safeguarding Children

CONTEXT:

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
1. Qualifications	GCSE grades A*-C in English & Maths or equivalent qualifications.	
2. Relevant Experience	At least 3-4 years' experience of working in an office environment.	Experience of working in a school office.
	Experience of a wide range of administrative functions including finance.	Experience of supervising staff.
	Experience and proven level or competence in Word and Excel.	
3. Skills and Abilities	Ability to support across the School in a variety of subjects and Key stages.	
	Good communication skills (written and verbal) including communicating sensitive information to families and colleagues; and working in settings in which the atmosphere may be highly emotive.	
	Ability to remain calm in difficult situations and work well under pressure.	

	Ability to communicate and negotiate effectively with all professionals who contribute to students' placements, working flexibly to ensure the service is maintained at all times.	
	Ability to work collaboratively with colleagues.	
	Good organisation and time management skills.	
	Commitment to self-development and willingness to undertake further training.	
	Ability to work autonomously within agreed boundaries.	
	Commitment to equality principles.	
Other Requirements	Willingness to acquire First Aid Qualification. Driving license.	Current First Aid Qualification