

POST TITLE: Admin Officer

LINE MANAGER: Office Manager

WORKING HOURS:

KEY PURPOSE OF THE JOB

- To provide excellent administration to the school.

MAIN DUTIES

Key Tasks and Activities:

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Staff the outdoor reception desk between 8.30am-8.50am each day.
- To maintain and set up the wisepay system; assisting parents and staff on how to use the system.
- Provide admin support to the SENDCo.
- Assist with pupil first aid and be willing to undertake first aid training.
- Assist in arrangements of school trips, events etc.
- Ensure all documents are filed/saved appropriately.
- Maintain manual and computerised records/management information systems.
- Ensure all medical logs are inputted into the MIS.
- Maintain and stock the first aid supplies
- Sort, distribute and post mail.
- To collate and distribute all school communication.
- To undertake administrative procedures.
- To be involved in training/INSET activities as identified at annual review.
- To support the Office Manager as required.

Key Skills and Competencies:

- Excellent interpersonal and communication skills – written and oral.
- Excellent organisation skills with a systematic approach to workload management.
- Excellent time management, planning and work prioritisation skills.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Confidentiality of information as appropriate.
- Ability to work under pressure.
- Ability to work on own initiative.
- A flexible attitude to work
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, confidentiality and GDPR, reporting all concerns to the appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the school.

NOTES:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.