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| **Job Description: Office Administrator**  |
| **25 hours per week, term-time only** |
| **Grade:** 4 (point 14-16) |
| **Purpose of the role:**  |
| To provide administrative and organisational services to the school under the management and guidance of senior staff.  |
| **Responsibilities**  |
| Key duties: 1. Respond to reception and visitor enquiries
2. Liaise with pupils, parents and carers
3. Liaise with other staff and external agencies
4. Provide administrative and organisational services to the school
5. Analyse and evaluate data and information and run reports
6. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages including Bromcom
7. Contribute to the planning and development of administrative procedures and systems
8. Assist with producing marketing and promotion material for the school
9. Monitor pupil attendance and run reports
10. Organise arrangements for school visits and events
11. Handle cash and cheque payments for school trips, clubs and other

 purposes as necessary1. Update the school website with news, diary dates and other information
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| **Person Specification** |
| **Personal Qualities:** * Helpful, willing and positive outlook.
* Professional, confident, approachable and smart manner with a calm approach.
* Able to work to deadlines under pressure and to multi-task.
* Team player with initiative and a flexible ‘can do’ approach who is willing to go the extra mile.
* Ability to deal with sometimes difficult and upset children and adults, and to respond appropriately to sensitive situations and confidential information.

**Skills:** * Excellent interpersonal, and verbal and written communication skills.
* Excellent IT skills.
* Strong organisational skills.
* Able to demonstrate confidence in dealing with a range of people including children.

**Experience:** * A secretarial/receptionist background, and experience of working in a busy front line environment is preferred.
* Experience of using Word, Excel and e-mail is essential, and knowledge of Bromcom would be an advantage but not essential as we are just moving over to this system.
* Successful experience of working in a team.
* Experience of working in a school environment is desirable.
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