



<b>Job Description: Office Administrator</b>
<b>24.75 hours per week, term-time only</b>
<b>Grade: 4 (£18,795 - £19,171 pro rata for 24.75 hours per week, depending on experience)</b>
<b>Purpose of the role:</b>
To provide administrative and organisational services to the school under the management and guidance of senior staff.
<b>Responsibilities</b>
<p>Key duties:</p> <ol style="list-style-type: none"><li>1. Respond to reception and visitor enquiries</li><li>2. Liaise with pupils, parents and carers</li><li>3. Liaise with other staff and external agencies</li><li>4. Provide administrative and organisational services to the school</li><li>5. Analyse and evaluate data and information and run reports</li><li>6. Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages including SIMS</li><li>7. Contribute to the planning and development of administrative procedures and systems</li><li>8. Assist with producing marketing and promotion material for the school</li><li>9. Monitor pupil attendance and run reports</li><li>10. Organise arrangements for school visits and events</li><li>11. Manage payments for school trips, clubs and other purposes as necessary</li><li>12. Update the school website with news, diary dates and other information</li></ol>
<b>Person Specification</b>
<p><b>Personal Qualities:</b></p> <ul style="list-style-type: none"><li>• Helpful, willing and positive outlook.</li><li>• Professional, confident and approachable manner with a calm approach.</li><li>• Able to work to deadlines under pressure and to multi-task.</li><li>• Team player with initiative and a flexible 'can do' approach who is willing to go the extra mile.</li><li>• Ability to deal with sometimes difficult and upset children and adults, and to respond appropriately to sensitive situations and confidential information.</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Excellent interpersonal, verbal and written communication skills.</li><li>• Excellent IT skills.</li><li>• Strong organisational skills.</li><li>• Able to demonstrate confidence in dealing with a range of people including children.</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• A secretarial/receptionist background, and experience of working in a busy frontline environment is preferred.</li><li>• Experience of using Word, Excel and e-mail is essential, and knowledge of SIMS would be an advantage</li><li>• Successful experience of working in a team</li><li>• Experience of working in a school setting is desirable</li></ul>