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| School: |  |

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

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| **Job details** |  |
| **Job title:** | **Office Administrator** |
| **Grade:** | 2A, SCP 17 - 19 |
| **Location of work:** |  |
| **Directly responsible to:** | School Business Manager and the Headteacher. |
| **Directly responsible for:** | To provide direct clerical support and general office duties to the School Business Manager and Headteacher |

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| Main duties and responsibilities/accountabilities |
| **Organisation:*** Undertake reception duties, welcoming visitors, answering general telephone/face to face enquiries and signing in visitors.
* Assist with pupil welfare duties, supervising sick pupils and issuing medication (where necessary)
* Liaising with parents/carers, staff and governors and contractors.
* Assist in arrangements for school trips and events, school nurse etc.

**Administration:*** Ensure that the school electronic pupil database (SIMS MIS) is kept updated including attendance and positive handling.
* Produce Census reports including the School Workforce Census.
* Send and receive CTFs from mainstream schools.
* Maintain the school Single Central Record.
* Check Supply Staff DBS information and include on Single Central Record.
* Check and authorise supply staff timesheets.
* Assist the Exams Officer with administration of exams.
* Undertake typing and word processing and other IT based tasks and provide general clerical/admin support e.g. photocopying, filing, completing standard forms, responding to routine correspondence.
* Provide, maintain and collate pupil reports: Parental Consents, Internet Permissions etc.
* Communicate with governors, parents, prospective parents and visitors in providing information and arranging appointments with the Headteacher upon request.
* Collate school dinner information and liaise with the school chef.
* To keep the school website up to date adding new information when received.
* Administer and monitor the issuing of bus passes to students.
* Keep the school diary up to date.
* Take minutes of meetings.
* Work within the ethos and aims of the school – with parents, teachers and the community.
* Report to the Headteacher and maintain the agreed practice regarding decision making and confidentiality.
* Attend relevant courses relating to the above in order to increase knowledge and efficiency.
* Assist in booking staff onto training courses and trainers for in house training.
* Filing, ordering and preparation of resources for staff.
* Manage and distribute incoming and outgoing post.
* Any other administrative tasks as required by the Headteacher or SBM that are reasonably commensurate with the level of this post.

**Finance:*** Record, maintain and balance all income received into school including bus pass contributions, dinner monies and trips etc.
* Banking of all income collected.
* Processing orders, bookings and invoices including the processing of and recording of purchases and invoices using the purchase card in line with financial regulations.
* Check deliveries contacting the supplier with any irregularities and or damaged goods.
* Liaise with the LA payments team regarding outstanding invoices.
* Invoice schools for exam fees etc
* To monitor and manage the stock and resources in the office.
* To have a working knowledge of the schools financial systems and support the SBM in payment of invoices.
* Assist and comply with end of year financial procedures.
* Any other financial duties as may be required by the Headteacher or SBM.

**Attendance:*** Assist the Vocational Manager with student attendance information preparing weekly, termly and annual information where required.
* Transfer daily register information onto SIMS.
* Contact parents on telephone regarding first day absence.
* Inform Head/Family Liaison Officer/Vocational Manager of any attendance concerns.

**Other duties:*** To be a Fire Warden for the school and carry out Fire Warden duties when the alarm is activated.
* To support the SBM by entering all staff absences on Salford Sickness Management system and monitoring staff absence.
* To keep the Health & Safety folder up to date.
* To organise Fire Drills and keep fire drill records up to date.
* Enter information on RIDOR when requested by the Headteacher.
* To log all ICT and photocopier faults and assist staff when problems occur.
* First point of contact for building issues liaising with the SBM and Building Liaision Offcier when required.
* Liaise with the Caretaker regarding the building.

**Safeguarding** **The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.** The postholder must carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety and Community Strategy policies.To contribute and demonstrate a commitment to the City Council’s Crime and Disorder Reduction Strategy. |
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| 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 it is inevitable 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 responsibility entailed. Consequently, the school will expect to revise this job description from time to time and will consult with the postholder at the appropriate time. |

#### Date job description prepared/revised:

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**Prepared/revised by: Samantha Fargher**

**Agreed job description signed by holder:**