

## Office Administrator

**Hours:** 30 hours per week (8.30 – 3.30 with an hour for lunch)  
**Reports to:** Line Manager (Ruth Lockwood)  
**Salary:** Grade 5 (Point 5 – 7)

In all matters the post holder shall be expected to work to uphold and further the school's vision and ethos and to observe the highest levels of professionalism and confidentiality.

### Job purpose

- To provide a warm welcome to all visitors to the school site.
- Under the direction of the Headteacher and Line Manager to provide routine general clerical and administrative support to the school.

### Key tasks

- Undertake reception duties, welcoming and signing in visitors.
- Answering routine telephone and face-to-face enquiries, signposting to others as appropriate.
- Welcoming children entering via the reception and ensuring they are ready to access their class.
- Making telephone calls on behalf of staff and pupils, including first aid advisory calls.
- Providing routine clerical support e.g., photocopying, emailing, filing.
- Sort and distribute mail.
- Manage and deal with practical arrangements in relation to the hire of the school premises, liaising with the site manager as required.
- Maintain stocks, supplies and resources, ordering as necessary, including those relating to wrap around provision.
- Arrange the orderly and secure storage of supplies/resources, including the distribution of fruit to KS1 classes.
- Ensure the smooth running of office resources e.g., printers and photocopiers.
- Manage bookings for wrap around provision in conjunction with the Office Manager.
- Administration of health and safety matters including tracking and booking training.
- Work with the music co-ordinator and the county music service to ensure the co-ordination of music lessons.
- Work with other members of the admin team in order to ensure the smooth running of whole school events e.g., photos and immunisations.
- Maintain records in relation to asset management.
- Ensure the school diary (both online and paper) is kept up to date.
- Archive all relevant information for audit purposes.

### The role shall require –

- Awareness of and compliance to policies and procedures relating to Health and Safety, Safeguarding and Child Protection, GDPR, confidentiality and Equal Opportunities.

- An understanding of the importance of a warm welcome, demonstrating compassion and the efficient management of routine concerns and requests.
- High levels of professional communication.
- Willingness to work as part of a team and to show flexibility in tasks undertaken.
- Participation in development and training opportunities.
- Appreciation and support of a range of other professionals.

The nature of this post will require flexibility to meet urgent work needs as they arise. This job description is not therefore intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties subject to the needs of the school and in keeping with the general profile of the post.