

Job Specification

Job Title: Office Administrator

Grade: G2

Job Evaluation Code: GS5549

Reporting to:
Headteacher or Line
Manager nominated by the
Headteacher

Manager's Grade:

Location: Schools

Service Area:
Schools and Lifelong Learning

Service Directorate:
Children & Young People

Workstyle:
Workplace Based

Overall Purpose of the Post:

To provide reception and administrative support to the school, under the direction/instruction of senior staff.

Requirements for the post.

	Essential	Desirable
Qualifications/ Training	<p>Induction/basic skills</p> <p>Level 2 Numeracy/ Literacy skills or willingness to works towards</p>	Support Work in Schools (SWiS) Level 2
Knowledge	<p>Good Numeracy/ Literacy Skills</p> <p>Appropriate knowledge of First Aid</p> <p>Good understanding and ability to use relevant technology e.g. photocopier</p> <p>Keyboard/computer skills</p> <p>Participate in development and training opportunities</p>	
Experience	General clerical/administrative work	
Physical Skills	Routine clerical skills involving use of keyboard and mouse	
Competencies and other skills required	<p>Ability to relate well to children and adults</p> <p>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these</p>	

Key Outcomes/ Activities

Organisation

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors with courtesy and hospitality – assisting with texting / emailing messages to parents through Groupcall etc. under the supervision of the School Office Manager.
- Assist in arrangements for transportation of pupils to and from school – assisting with the booking of transport for trips etc under the supervision of the School Office Manager.
- Assisting with room bookings for events, room set-up, teas and coffees under the supervision of the School Office Manager.
- Assist with pupil first aid/welfare duties – assisting in monitoring first aid stock under the supervision of the School Office Manager.

Administration

- Undertake photocopying duties
- Sending and receiving facsimile
- Responsible for dispatching of all outgoing mail, postal records and distribution of internal mail received from courier and external post
- Maintain manual and computerised records including filing duties – assisting the administrator in keeping manual and computerised records under the supervision of the School Office Manager.
- Prepare the school newsletter on publisher
- Upload information to the School website

Resources

- Operate office equipment e.g. photocopier, computer

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

Other duties commensurate with the grade of the post as directed by the Headteacher.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

None

Financial:

None

Physical:

Effective use of resources

Customers and Clients:

Provide face to face reception service dealing with children and visitors to the school e.g. parents.

Working Conditions:

Mainly reception/office based.

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure

Date completed: July 2019