

Office Administrator

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| Post Title: | Office Administrator |
| Grade: | Bexley 05 |
| WTE: | Part time (13 hours per week), term time only |
| Responsible to: | Senior Officer Administrator |
| Location: | Hillsgrove Primary School |

JOB DESCRIPTION

Main purpose of the job

The school office is at the heart of the school. It is the first point of contact for visitors, parents, and other stakeholders. As Office Administrator you will be responsible for supporting the Senior Office Administrator with a range of tasks.

Main Responsibilities

- All duties and responsibilities must be carried out in accordance with Trusts policies and procedures and statutory requirements
- Answer telephones, routine enquiries and receive visitors dealing with them politely and in a prompt manner
- Support with all ID and DBS checks where appropriate
- Support with first aid when students and / or staff need assistance
- Hold pupil medicines and ensure that statutory guidance is followed
- Administer pupil catering and recording procedures including SIMS, passing on and obtaining information to/from other agencies
- Liaise with parents, teachers, educational psychologists, educational welfare officers, health service staff etc. in the administrative and welfare aspects of their work
- Operate reprographic equipment and create resources as appropriate
- Being able to navigate around the school MIS system, making amendments and entering data as required
- Any other administrative duties as allocated
- Collaborates on school census submission
- Supports in keeping school website up to date
- Contact parents using Parentmail, letters and emails
- Works in close contact with teaching staff in dealing with pupil welfare and providing administrative support

- Using Trust and school systems as required: Sims, Amadeus staff portal, DfE and Local Authority online systems
- Monitoring and ordering school resources
- Any other task as required by the Head of School / School Leadership Team

PERSON SPECIFICATION

The candidate appointed as the Office Administrator will meet the following Person Specification. During the selection process that will be informed by the application, interview and references, the Amadeus Primary Academies Trust will look for evidence of compliance.

| Category | Essential | Desirable |
|-----------------------------------------------------------------------------------------------------------|-----------|-----------|
| Qualifications and Experience | | |
| Experience of working in a school | | ✓ |
| | | |
| Professional knowledge, skills and competences | | |
| Good IT skills | ✓ | |
| Excellent communication skills | ✓ | |
| Knowledge of SIMS | | ✓ |
| Skill to prioritise many different deadlines | ✓ | |
| | | |
| Experience | | |
| Experience of working within a busy environment | ✓ | |
| Experience of working with highly sensitive and confidential information | ✓ | |
| | | |
| Personal Characteristics | | |
| Quick learner | | |
| Commitment to safeguarding having due regard for Keeping Children Safe in Education | ✓ | |
| Attention to detail | ✓ | |
| Ability to prioritise and manage own time effectively | ✓ | |
| Ability to work under pressure and to challenging deadlines | ✓ | |
| High integrity and openness | ✓ | |
| Ability to resolve complex problems independently | ✓ | |
| Ability to be reflective and self critical | ✓ | |
| Flexibility, creativity and the ability to think laterally | ✓ | |
| A belief that everyone can benefit from, and has an entitlement to high quality educational opportunities | ✓ | |
| Commitment to high standards and expectations, best value and continuous improvement | ✓ | |
| Ability to effectively engage with students, parents, the wider community and other stakeholders | ✓ | |