**Job Title:** School Administrator

**Job Purpose:**

To support the School admin office and provide an efficient and confidential secretarial service to the Head Teacher, staff, students and parent / carers, ensuring efficient administrative and financial systems are maintained

# Key Responsibilities:

1. Customer Focus

* ‘Model’ excellent professional relationships with children, parents and other professionals in Education. Often being the first point of contact.
* Provide an excellent administrative service to all sections of the Education community regardless of race, sex, background or age

2. Reception

* Perform school receptionist duties throughout specific school day: acting as first point of reference for, receiving callers, children, parents, visitors and telephone enquiries.
* Offer helpful, friendly, approachable and professional service at all times and take appropriate action or referring matters to appropriate staff as required

3. Communication

* Adhere to school procedures and ensure that staff receive messages (telephone, email, fax, face-to-face) promptly and accurately
* Maintain notice boards, update timetables/rooms booked
* To respond to routine correspondence and enquiries from students, staff, parents and carers, suppliers and other stake holders

4. Administration

* Provide a range of clerical duties, including photocopying, sending and receiving emails, filing and sorting and distributing post
* To maintain manual and computerised systems including data, keeping records, statistics, confidential and general filing systems as directed
* Maintaining staff training matrix
* To assist with the organisation of meetings, and events, ensuring necessary arrangements are made and talking minutes
* To contribute to setting up and improving office procedures

5. Stock Control

* Checking goods, return unwanted items, arrange repair/servicing
* Raise stationary / resources / school supplies orders where required, liaising with suppliers and ensuring that they are input on to the school’s financial system

6. Finance

* Managing the record of departmental training and school spending as directed by Head Teacher
* Administering petty cash procedure in conjunction with Head Teacher

7. Data Management

* Maintain high standards when managing confidential information, complying with the school’s data protection procedures and legal requirements at all times

8. Attendance

* Input and maintain student attendance registers, daily, update attendance data weekly and produce attendance half termly report
* Monitor attendance registers and on a daily basis, call families where children are absent and send absence/lateness letters to parents with support from the Head Teacher as appropriate

9. Admissions/Pupil Data

* Process pupil admissions in accordance with admissions policy

10. Safeguarding

* Comply with policies and procedures covering child protection, health, safety and security
* Contribute to safeguarding the welfare of children in the school
* Maintain the visitors log book and ensure all visitors and contractors can be identified by wearing clearly visible badges

11. Other

* To study towards and complete the NVQ Level 3 Business Administration
* To contribute to the provision of an effective environment for learning
* To support the promotion of positive relationships with parents / carers and external agencies
* To care for their own and other people’s health and safety
* To be aware of the confidential nature of issues
* To contribute to the overall ethos, work and aims of the school
* Identify personal training needs and other learning activities as required
* Develop an understanding of policies and procedures, complying with their contents and raising concerns in a timely manner
* The post holder may be required to undertake other duties that are commensurate to the post holder’s abilities, position and grade

# Standard responsibilities:

There are a number of standard duties and responsibilities that all employees, irrespective of their role and level of seniority within OFG Group are expected to be familiar with and adhere to;

* Participates in an annual performance review programme
* Works, at all times, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group.
* Observes, at all times, strict rules of confidentiality appropriate to the post.
* To comply at all times with the requirements of Health and Safety Regulations to ensure their own wellbeing and that of their colleagues.
* OFG Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to work in accordance with this.
* Undertakes other duties as assigned.

**Experience, Skills & Qualifications:**

***Essential***

* Good IT skills with a knowledge of Word, Excel, Outlook, Powerpoint
* Well organised with the ability to work to tight timescales and demonstrate attention to detail
* Good communication and interpersonal skills to effectively deal with a wide range of customers, contractors and staff teams
* Ability to work individually and as part of a team
* An understanding of the need to deal with customers sensitively and to keep information confidential
* Willing to undertake NVQ whilst working full time

***Desirable***

* Working in an office environment
* Ability to take on individual project work and demonstrate initiative
* GCSEs A-C including Maths and English (or equivalent)

**Job Holder’ signature**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed on behalf of Outcomes First Group**

Name: : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_