



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL
JOB DESCRIPTION

JOB TITLE: Office Administrator

GRADE: JG3

LINE MANAGER: Business Manager

1. JOB PURPOSE

- (a) Working within the general direction of the Business Manager to undertake a specific range of administration and reception duties which support the management of the school in an effective and positive manner.
- (b) To act as an integral part of the school staff team, and as such to make a contribution to the overall aims of the school, working within the agreed policies and procedures.

2. RESPONSIBILITIES AND ACCOUNTABILITIES

Support the Business Manager, Headteacher, Governors and School Management Team.

Establish and maintain effective working relationships with line manager.

Work with the Business Manager in such a way as to ensure that there is an understanding and clarity of the post holder's responsibility for specific tasks.

General Administration

Undertake routine administration work in support of the role of the Business Manager and Headteacher, planning and organising own workload priorities in consultation with line manager.

Undertake office duties such as filing and post distribution and dispatch, updating website with calendar and other information as determined by the Business Manager and Headteacher.

Undertake word-processing, spreadsheet work and other data input, maintenance and retrieval, as determined by the Headteacher / Line Manager.

Prepare reports and other statistical information, as requested or scheduled, for consideration by the Business Manager, Headteacher, Governors or other Senior Managers, in order to assist them with the School Management Plan and their general management responsibilities.

Undertake associated administrative duties and maintain school paper and Pupil Information Management database and other records in respect of management of the input, maintenance and retrieval of all personal and collective data in respect of pupils and staff at the school, ensuring that confidential information is held securely.

Maintain inventory of school stock, equipment and other expendable resources and undertake regular random checks as directed by the Business Manager.

Lunch numbers – maintenance of the lunch registers including recording of numbers, advising school kitchen of daily numbers and completing statistical returns as required.



Daily registers – checking of daily registers and absentees.

Contribute to the development and implementation of new administrative processes, including the use of systems which enhance the application of information technology in the school's administrative work.

Develop and maintain working relationships with other staff.

Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner.

Reception Duties

Support for parents, visitors, external contacts and organisations visiting the school.

Act as receptionist for visitors to the school, providing information or referring enquiries to other members of staff, as appropriate, and receive deliveries. Ensure that all visitors to the school are received in a positive manner, and are provided with the necessary information or referred to appropriate alternative source for help or advice.

Receive incoming telephone calls to the school, responding to enquiries, taking messages or redirecting callers, within own discretion.

Record visitors to the school.

Maintain the appointment diary for visitors to the school and ensure that a comprehensive record is maintained of everyone entering and leaving the premises. Issue visitor security identifications, as directed by the Business Manager.

Contribute to pupil welfare.

Assist with any urgent social or welfare work (including first day calling) in respect of individual pupils and, as requested by the Business Manager or Headteacher, participate in the supervision of pupils during an emergency or specific non-classroom activity during the normal school day for example whilst pupils are waiting for parents to collect them.

General Duties

Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively, and other 'clients' of the services provided by the school.

Participate in office staff meetings and contribute to the development of policies and procedures related to the administrative responsibilities of the school.

Contribute to the management of the security and well-being of the school.

Contribute to the development and maintenance of the school policies and practices which ensure that the school has a safe and welcoming environment.

Review and develop own professional practice.

Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.



3. QUALIFICATIONS AND EXPERIENCE

	Essential	Desirable
Qualifications	3 GCSE's at grades A*-C including English and Maths	
Experience	At least one year's experience of working in an office environment in established routines	Experience of working in a school office environment
Skills	Efficient office skills <ul style="list-style-type: none"> - Sound ICT skills including being able to use Word, Excel and Databases to input and produce reports - Good interpersonal skills - Pleasant telephone manner - Accuracy and attention to detail - Ability and willingness to work and be able to adapt co-operatively as part of a team - Ability to file and retrieve information stored alphabetically - Ability to cope under pressure - Maintain confidentiality with both written and verbal communication. 	Previous experience of SIMS database
SPECIAL CONDITIONS The post holder will be required to pass an Enhanced Disclosure & Barring Service (DBS) or Rehabilitation of Offender check.		

4. SUPERVISORY RESPONSIBILITY

- (a) The post holder does not have supervisory responsibilities for other staff.
- (b) There are no budgetary responsibilities attached to this post.

5. SUPERVISION RECEIVED

Overall supervision from the Business Manager.

6. CONTACTS

- (a) Staff and pupils within the school, including voluntary helpers.
- (b) Parents and pupils, under the direction of the Headteacher.
- (c) Diocese staff, LA staff, other public agencies and private contractors providing services and support to the school.