



# Princes Primary School

## JOB DESCRIPTION

<u>Job Title</u>	<b>Office Administrator</b>	
<u>Grade</u>	<b>Grade 4</b>	
<u>School</u>	<b>Princes Primary School</b>	
<u>Responsible to</u>	<b>School Business Manager</b>	
<u>Liases with</u>	<b>School Business Manager/Headteacher</b>	
<u>Main purpose of job</u>	The main purpose of the job is to provide routine administrative and clerical support to the school to ensure that the administrative operation of the school is both effective and efficient. The role will be based over two of our sites which are Main site, Selborne Street, L8 and our Picton site, Old Mill Lane, L15	
<u>Duties and responsibilities</u>	Leadership and Management	<ul style="list-style-type: none"> <li>• Support the aims and ethos of the school</li> <li>• Ensure that school policies relating to the role of Office Administrator are complied with and objectives and deadlines are achieved.</li> <li>• Ensure appropriate conditions of service are adhered to.</li> <li>• Decide on priority order for own work</li> <li>• Know when to seek advice</li> <li>• Be aware of the need for confidentiality at all times</li> </ul>
	Personnel and Staffing	<ul style="list-style-type: none"> <li>• To take some responsibility for own professional development.</li> <li>• To participate in the staff development process</li> <li>• To work as a member of a team</li> <li>• To interact with children to contribute to and support the learning process</li> </ul>

	Administration	<ul style="list-style-type: none"> <li>• To be first point of contact ensuring all visitors sign in and all safeguarding procedures are adhered to.</li> <li>• Ensure all visitors reach their relevant contact in school.</li> <li>• Be responsible for inputting pupil data onto Arbor.</li> <li>• Be responsible for logging and monitoring pupil attendance.</li> <li>• Be responsible for keeping FSM register up to date and sending FSM vouchers out.</li> <li>• Be responsible for completing CTF files</li> <li>• Be responsible for doing paperwork for EHCP, ensuring all documentation is completed within deadlines given.</li> <li>• Collate and organise the pupil annual review process</li> <li>• Maintain and update all pupil files.</li> <li>• Renew pupil information forms every year</li> <li>• Provide administration support to the Designated Safeguarding Lead</li> <li>• Manage incoming and outgoing mail</li> <li>• To be responsible of organisation of conference room for visitors</li> <li>• Be responsible for updating the entrance hall notice boards</li> <li>• Undertake general office duties (photocopying, typing, laminating, filing etc and any other duties ad directed by the Headteacher and the School Business Manager)</li> </ul>
	General	<ul style="list-style-type: none"> <li>• Maintain awareness of current practices by attending training sessions as required.</li> <li>• Maintain confidentiality and security of information at all times and be aware of the requirements of the Data Protection Act 1998.</li> <li>• To note and report as necessary on matters affecting the health and safety of people on the site. The Health and Safety at Work etc. Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the postholder's responsibility to take reasonable care for the Health, Safety and Welfare of him/herself and other employees, visitors and contractors in accordance with legislation and the School and Council's Policies.</li> <li>• Undertaking other duties, commensurate with the status of this post, as may become necessary and as discussed and agreed with the post holder.</li> </ul>
	Contract Variations	<ul style="list-style-type: none"> <li>• This job description is not meant to be definitive nor restrictive, but act as a Broad Guide and outline to the postholder. It will be reviewed and changed from time to time according to the changing needs of the school.</li> </ul>