



Princes Primary School

JOB DESCRIPTION

<u>Job Title</u>	Office Administrator	
<u>Grade</u>	Grade 4	
<u>School</u>	Princes Primary School	
<u>Responsible to</u>	School Business Manager	
<u>Liases with</u>	School Business Manager/Headteacher	
<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 at our Picton site, Old Mill Lane, L15 8LN.	
<u>Duties and responsibilities</u>	Leadership and Management	Support the aims and ethos of the school. Ensure that school policies relating to the role of Office Administrator are fully complied with, and that all objectives and deadlines are met. Oversee and coordinate day-to-day operations of the site and kitchen staff, ensuring standards are maintained and schedules are followed. Act as a key link for operational staff, reporting any facilities, catering, or staffing issues directly to the School Business Manager. Ensure appropriate conditions of service are adhered to across areas of responsibility. Effectively prioritize own workload and identify when to seek advice or escalate issues. Maintain the highest level of confidentiality and discretion at all times.

	Personnel and Staffing	Take proactive responsibility for personal professional development and participate in the school's staff development processes. Work collaboratively and effectively as part of the wider school team. Interact positively with children to contribute to and support a safe learning environment.
	Administration	Act as the primary point of contact for the school, ensuring all visitors sign in and strict safeguarding procedures are followed. Direct visitors to their relevant contacts within the school efficiently. Manage and maintain accurate pupil data within Arbor. Responsible to log, monitor, and report on pupil attendance. Keep the Free School Meals (FSM) register up to date and manage the distribution of FSM vouchers. Manage the completion and transfer of Common Transfer Files (CTF). Act as a key link for operational staff, reporting any facilities, catering, or staffing issues directly to the School Business Manager. Attend site staff meetings and take accurate minutes for distribution. Assist the Deputy Headteacher with organising and coordinating daily supply cover. Provide dedicated administrative support to the Designated Safeguarding Lead (DSL). Manage all incoming and outgoing mail and deliveries. Coordinate and organize the conference room for visitors and meetings.

		Maintain and update the entrance hall notice boards to ensure information is current. Undertake general office duties (including photocopying, typing, laminating, and filing) and any other operational duties as directed by the Headteacher and the School Business Manager. May be required to work across other sites as and when requested
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