



Job Description

Location:	Clarendon Primary Centre, Hampton
Post title:	Office Administrator
Contract:	Term time and permanent
Grade:	Scale 5
Hours of duty:	22 hours per week
Reports to:	School Business Manager

Purpose and objectives of the role

- First point of contact for school visitors, callers and emails received to the main school email address.
- To support the efficient running of the school by working collaboratively with the SLT and admin teams and teaching staff.
- To produce information and publications to a high standard including the school newsletter, programmes and fliers
- Manage time demands and complete work to deadlines in a busy environment.

Responsibilities

Reception

- To manage the school reception, dealing with enquiries and visitors to the school ensuring that reception is not left unattended and delegating responsibility for cover to other members of the admin team or support staff as appropriate.
- Provide information and assistance on a wide variety of school matters to parents, children, staff and other schools maintaining a detailed knowledge of school activities in order to answer such queries, without regular reference to senior staff.
- Follow school safeguarding procedures ensuring that visitors are signed in and issued with the correct identification.
- To be responsible for security of the school entrance hall and ensure that doors remain locked as appropriate.
- Maintain the site's Inventory system ensuring that faults are reported and followed up.
- Arrange for photographs to be taken of new staff, programme and issue access cards and order staff ID cards in line with the school policy.
- Answers and deals with telephone queries and e-mails. Take accurate messages and forward to the correct staff promptly. Prioritise where necessary and follow through to ensure appropriate action has been taken.
- Make appointments/diary entries for visitors and staff and update the school diary as appropriate.
- Liaises with attached professionals, including school nurse, counsellors, therapists, family support workers, EWO and LA staff as appropriate.



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- Ensure there is a nominated person and deputy for calling the fire brigade in the event of a fire and that a clear notice of the procedure for calling the fire brigade is displayed.

Administration (site based)

- Produce correspondence and reports for SLT and teachers including letters to parents, newsletters, school visit and trips letters.
- Undertake general administrative tasks as required and maintain centre filing systems.
- Receive, sort and circulate school post.
- Monitor the primary@ or secondary@ email address with shared responsibility for the info@ address across both centres. Respond to messages where appropriate and be responsible for redirection to the appropriate staff member.
- Where necessary arrange communications to parents or guardians whose first language is not English.
- Administration of income and permissions for school lunches, trips and events and update Tucasi. Monitoring of online payments.
- Maintain a record of staff lateness and absence for submission to the Office and HR administrator.
- Complete DBS checks for site staff and enter on single central record notifying the Office & HR administrator. Ensure renewals are completed.
- Provide daily lunch numbers for the kitchen (Primary). Collect and record payments received and chase overdue balances with parents.
- Manage diary bookings for visits to the Centre eg prospective parent visits.
- Update staff tray labels in staff room.
- Update telephone greetings for school holiday closures.
- In the absence of a member of the school admin team support where necessary.
- Subject access requests – collate information as required.
- To assist with preparation and refreshments for governor and external meetings

Pupil administrative support

- Contact parents regarding pupil absences if the school has not been notified by 9.30am. Notify class teachers of absences and record on Arbor.
- Ensure that class teachers have completed morning and afternoon registers and chase omissions promptly (including Gateway) and write up Attendance Diary daily of children's absences and medical appointments. Record pupils who are late with relevant times.
- Be responsible for notifying the Office & Pupil Administrator of any issues or concerns about pupil attendance.
- Print Evacuation sheets for each class promptly and distribute during an emergency. Ensure that pupils arriving after the evacuation cut off are recorded as present on Inventory.
- To be responsible for the admin iPad ensuring this is charged and ready for use in an emergency.



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- Keep a record of medical appointments for pupils and email relevant teachers of forthcoming appointments. Retain paper appointments in student's files.
- Liaise with school transport personnel regarding children travelling to and from school on school transport. Maintain up to date list of children on school transport and the Independent Travellers list.
- Maintain and update records for pupil transport and escorts.
- Liaise with transport, parents and staff regarding pupil attendance at after school clubs.
- Compile, maintain and distribute after-school clubs list.
- To be responsible for the secure storage of pupil phones and valuables.
- To be responsible for school uniform and PE kit sales.
- Trips, visits & school journeys - provide administrative support to each centre's educational visits co-ordinator (EVC) being responsible for completing the office actions detailed in the Educational Visits Procedure, adding dates to the diary, receiving and recording permission forms and payments, chasing parent payments, updating Tucasi and booking packed lunches with the kitchen.
- To provide administrative support for pupil related events including parents evenings, school photos, dental screenings, hearing tests and vaccinations.
- Input minor updates to Arbor, eg telephone numbers ensuring the Office & Pupil administrator is notified and can take necessary follow up action (eg address changes may involve a move of home LEA).

Annual reviews and EHCP administration

- Responsible for administration of the Annual Review/EHCP process for primary pupils or secondary years 7, 8 & 9
- Work with the Office & Pupil administrator to create a schedule for annual review dates.
- Notify parents and professionals of meeting dates (8 weeks before the meeting) and send reminders the week before the meeting
- Complete the Part 1 and send to teachers to input grades
- Send to HOC for checking before sending to parents
- Provide occasional support for minuting meetings as required
- Complete post meeting administration
- Educational and general reports to be sent to other agencies concerned with pupil welfare.

Finance, supplies & facilities

- To be responsible for money handed in to the school office by parents, pupils and escorts ensuring that this is correctly labelled. Ensure that cash received is recorded to the correct cost centre on Tucasi and maintain a weekly log of cash received for submission to the kitchen (secondary).
- Write up paying in slips and maintain detailed and accurate records of banking for the School Finance Officer. Prepare and process secure collection of cash/cheques by G4S.
- Responsible for monitoring and chasing lunch and trips payments.
- Promote the use of the online payments system and provide assistance to parents for online registrations.



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- Responsible for the school safe ensuring this is kept locked and the key stored securely.
- Responsible for monitoring and placing orders on the school finance system for central stock and stationery for each centre.
- Assist budget holders with placing orders on the school finance system.
- Responsible for the annual order of diaries, teacher planners and water bottles for the new school year
- Check incoming deliveries and arrange for prompt distribution within the school to keep reception clear. Take appropriate action in the case of errors in delivery.
- Manage petty cash in line with school policy, taking responsibility for accurate and secure handling of cash.
- Store and ensure secure dispose of confidential documents and data (other than pupil and HR)
- Photocopiers - day to day maintenance of MFDs including toner orders, engineer call outs, monitoring of usage and reporting to the SBM.
- Maintain supply of school and centre stationery as required including incident postcards for trips.

Staff induction

- Familiarise new staff with office routines and procedures.
- Train new staff in use of photocopiers and office machinery.

Other

- To ensure compliance with the Trusts' Safeguarding Policy.
- To work in accordance with GDPR.
- Undertake other duties appropriate to the grade of the post as requested by SLT
- Improve own practice through research, self-study, training, observation, discussion and performance management.