



<b>Preston Primary Academy Trust</b>	
<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Office Administrator
<b>Reports To:</b>	Office Manager / Finance and HR Officer / Headteacher
<b>Grade:</b>	Central team to advise

### **Main Purpose of Job**

To provide efficient and effective reception service, administrative and other support to Head, staff, and pupils to facilitate the smooth running of the school.

### **Main Responsibilities and Duties**

- Receptionist: receiving telephone calls and visitors to the school. Take messages (in all forms) and resolve queries as appropriate.
- Manage the administration and inputting on ParentPay. Print weekly reports for Breakfast Club and After School Club every Friday.
- Maintain school website, check over every Monday. Also update with letters that go out to Parents.
- Ensure class registers are completed promptly by 9.10am and 1.00pm at the start of morning and afternoon sessions and implement first day calling for all unexplained absences by 9.30am.
- Open post/school email box every 30mins and direct to appropriate people. All emails should be responded to.
- Check the school post box every afternoon around 2pm.
- Set up twice yearly Parent evenings on the school website booking system and manage the process.
- Order school meals daily and send reports to the kitchen by 9.30am. Process Free School Meal forms, updating Sims.net.
- Maintain absence monitoring records for sickness/leave during term time for pupils and staff. Provide information to Head teacher/Deputy on current attendance levels.
- Refer requests for term time holidays/absences to HT/DHT for authorisation/non authorisation and notify parents of the outcome.
- Run monthly attendance reports for SLT to monitor.
- Manage lost property and dispose of unclaimed items as appropriate.
- Create reports from SIMS.net and assist staff and school management in the interpretation and analysis of the information. Identify any changes to improve the process.
- Provide administration support to curriculum areas.
- Produce school prospectus: staff and student handbooks and regular twice termly newsletters.
- Contact parents regarding bumped heads/sickness,

### **General office duties to include**

- Maintenance of filing systems, photocopying, collating reports, keeping stocks of all forms including holiday forms, ordering stock for the photocopiers, bumped head forms etc.
- Provide a point of contact and information service within the school for all stakeholders and service providers.
- Undertake a range of other administrative procedures/duties as required by the Head teacher.
- Completion of various statutory and non-statutory returns such as CENSUS returns

### **Finance**

- Provide finance support to the Finance Officer as required.
- Raise orders on FMS.
- Check delivery against original order sign and date delivery note.
- Maintain Credit Card payments and control Sheet, enter on FMS.
- Obtain costings and book coach and venues for school visits.
- Maintain school inventory adding regular updates and a final yearly audit over £500. Update weekly, as when orders are placed

### **Admissions**

- Administer the admissions procedure for new and leaving pupils, including new intake process, appeals, import and export of CTF files.

### **Human Resources**

- Maintain absence records for staff sickness/leave, update SIMs Personal and send a copy to HR.

### **Other**

- Ensure safeguarding procedures are implemented to protect pupils, staff, visitors and yourself.
- To undertake any other duties commensurate with the role.

### **SUPPORTING PROCESSES**

Exercises discretion and initiative to ensure smooth operation, whilst working within agreed procedures. Deals with changing and conflicting deadlines, both internal and external to the school with frequent interruptions to work. Deals with parents and the other members of the public.

### **Decision Making:**

The job holder is expected to resolve routine problems but must seek assistance for anything unusual or difficult. Decisions have a limited and short-term effect on employees beyond immediate colleagues or on the public. Effects of decisions would be relatively quickly known and readily amended if necessary.

### **Physical Effort and Working Conditions:**

- Frequent use of VDU within H&S guidelines.
- Very busy and sometimes noisy school office environment.

**Contacts and Relationships:**

Staff, Pupils, Parents, PPAT schools, LA staff, Press, Governors, General Public, Contractors, Outside Agencies etc providing information, advice, and guidance, across the range of administrative duties in some cases about confidential matters.

**Main Tasks Involved:**

School Receptionist, maintenance of pupil records (SIMS.net and paperwork), typing letters and school documents, high usage of IT and computer systems.

**Additional Information:**

- Creativity is not an on-going requirement of the job. The resolution of problems will usually involve applying predefined responses to problems/situations encountered and are largely regulated by laid down procedures.
- The job is subject to interruption. A Programme of Tasks describes a collection of activities forming an identifiable area of work. Interruptions may lead to a subsequent change of direction. Conflicting
- priorities/resource needs can be resolved by jobholder, but advice is available from the Headteacher.

**Knowledge, Skills and Experience:**

- Aptitude for ICT including use of SIMS and a high level of Word processing skills. Preferred level of education equivalent to 5 A-C GCSE's.
- Experience in a general office environment.
- Adaptability, excellent communication skills, interpersonal skills, tact and diplomacy, prioritisation, organisational skills, clear thinker, flexibility, confidentiality, initiative, computer literate, completer/finisher.
- Ability to undertake a range of tasks involving the application of readily understood rules, procedures, or techniques.

<b>Agreed that the Job Description is a fair and accurate statement of the requirements of the job:</b>	
Job Holder:	Date:
Line Manager	Date: