



## Office Administrator Job Description

Pay Scale/Grade:	Bucks Pay Range 2 Scale point 11 – 15 (depending on skills/experience) £18,517 - £20,800 per annum (Full Time Equivalent)
Reports to:	School Business Manager
Responsible for:	N/A
Liaison with:	Administration Staff, Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Contractors, Stakeholders

### 1. JOB OUTLINE

#### 1 a) REASON JOB EXISTS AND PURPOSE

- To provide clerical, administrative (including financial) support to the academy.

#### 1 b) MAIN AREAS OF RESPONSIBILITY

- Undertake reception duties including response to telephone and personal enquiries.
- Assist with pupil welfare matters, including contacting parents and staff.
- Provide clerical support, this to include photocopying, filing, email and answering routine correspondence.
- Maintain manual and computerised records.
- Undertake typing and word-processing, and take notes of meetings.
- Carry out financial and administrative tasks, including the administration of school lettings, processing work and equipment order, maintaining and collating pupil records.
- Complete and submit statutory and other data to senior management team, governing body, the academy trust and external agencies (including governing bodies as required).
- Manage agreed budgets, ensuring the associated administration and financial reporting meets approved standards.

#### 1 c) EQUALITIES

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

#### 1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

## 1 e) DISCLOSURE AND BARRING SERVICE

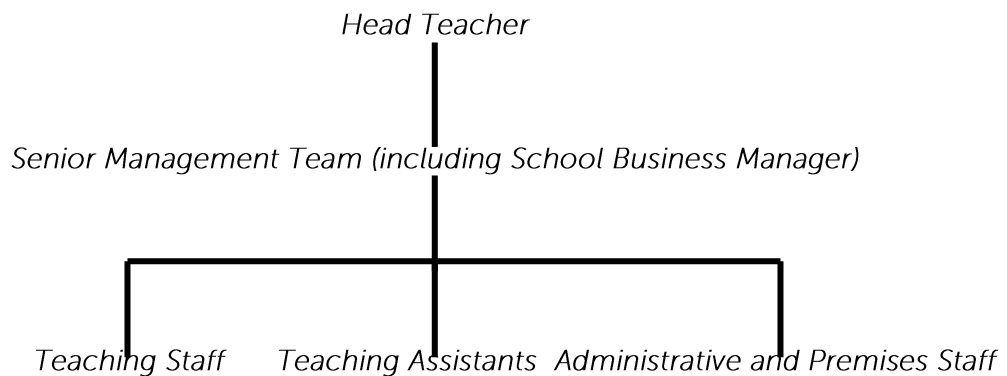
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the Academy's and Buckinghamshire County Council's pre-employment checks.

## 1 f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

*\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

## 2. ORGANISATION CHART



## 3. SUPERVISION

The jobholder is managed by the School Business Manager and is a member of the school's Administrative and Premises Staff.

The jobholder will work within a team of staff who lead the support staff functions (such as finance, premises, staffing and administration) in the academy.

## 4. JOB CONTEXT

The school has a team of administrative staff who provide the full range of reception and administrative functions.

## 5. CONTACTS

- All members of staff in the school.
- Parents and visitors.

## 6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of clerical and administrative work.
- Good numeracy and literacy skills.
- Basic knowledge of first aid.
- Ability to use standard office software
- Ability to work in a team
- Understanding of the needs of children.
- Evidence of accredited learning relevant to the post (at NVQ3 level) is desirable but not essential.

## 8. PROBLEMS AND DECISIONS

The jobholder must organise the collection and reporting of financial and staffing data for the governing body, the academy trust and the DfE.

The jobholder exercises discretion in filtering letters and phone calls for the Headteacher (and other senior leaders) whilst ensuring that all enquiries are dealt with expeditiously.

## 8. JOB ENTITLEMENTS

- Access to training and staff development according to personal development needs and the needs of the school
- Annual Performance Appraisal and reviews

## 9. ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the academy.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

## 10. REVIEW OF DUTIES

The specific duties attached to any member of staff are subject to annual review and may, after discussion, be changed. The post-holder is expected to perform reasonable duties requested by the Headteacher from time to time, commensurate with experience, role and salary.

Signed colleague ..... Date .....

Signed Headteacher ..... Date .....