



JOB DESCRIPTION: ADMINISTRATOR OFFICER

SCHOOL: SYBOURN PRIMARY SCHOOL

CORE PURPOSE:

Under the direction/instruction of the Office Manager / Head of School /SLT: provide routine general, clerical and administrative support to the school. To ensure that there is a high quality first point of contact service given to all parents, carers and visitors to the school.

Organisation

- To ensure that the reception desk is covered at all times.
- To undertake initial responses to **all** enquiries from parent/carers, visitors or general public at reception stringently adhering to the school's safeguarding procedures.
- To receive and relay **promptly** any telephone or other messages.
- To ensure that all visitors and callers to the school are courteously and correctly received and to deal sensitively with anxious, distressed or impatient callers, whether by telephone or in person.
- To ensure that all visitors are signing in according to the Safeguarding procedures of the school. Ensuring ID and vetting forms are seen before allowing visitors around school.
- To show awareness for the school's security at all times.
- Manage specific computer modules.
- To communicate effectively, both orally and in writing with outside, agencies, parents, staff and local community.
- At the discretion of the Head of School, to open and distribute incoming mail. Despatch outgoing mail, maintain supplies of stationery, postal stamps and assist with general postal/returns arrangements.
- To advise parents/carers about school uniform service and lost property.
- Managing and monitoring stock processes.
- Monitor and manage school stock resources including general supplies, photocopier supplies and to include receipting and checking of all deliveries.
- Distribution of stock and deliveries after liaison with School Office Manager or SSO.
- To keep school notice boards in staffroom updated liaising with the Head of School/ SLT.
- Assisting with arrangements for visits by school nurse, photographer etc.
- To maintain a stock of First Aid Items.
- To prepare and maintain First Aid boxes for Playtimes and Lunchtimes.
- To prepare and maintain First Aid Boxes to be taken on visits

- Administer first aid/welfare duties, looking after sick pupils, liaising with parents/staff.
- Arrange/undertake care plan meetings with Parents/carers regarding health issue with pupil.

- To share responsibility for the use of the medical room, ensuring that it is maintained to a high standard of cleanliness by the cleaning staff, reporting any deficiencies accordingly.

Administration

- Reception – visitor management, telephone and e-mail messages distribution. •
Provide routine clerical support e.g. photocopying/laminating, filing, e-mailing, complete standard forms, respond to routine correspondence.
- Maintain manual and computerised records/management information systems e.g. Arbor, Invenry, Evolve.
- Produce lists information/data as required
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Undertake a variety of administrative procedures.
- Maintain and collate pupils reports and records
- Assisting with Hospitality arrangements

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work of the school.
- Appreciate and support the role of other professionals. •
Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Any other general office duties or school requirements as directed by the Head of school, SLT and Office Manager.

Experience

- General/clerical/administrative work.

Qualifications/Training

- General clerical/admin work. •
Good numeracy/literacy skills.
- First Aid qualification desirable.
- Ability to identify own training needs and to be willing to partake in available/necessary training.

Knowledge/Skills

- Effective use of ICT packages.
- Use of relevant equipment/resources.
- To be able to operate a word processor to a high standard to include word processing, creating forms, spreadsheets and the various systems available to the school office.
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

- Ability to identify own training and development needs and cooperate with means to address these.
- Be able to carry out the duties required professionally and with confidentiality when required

This job description sets out the duties of the post at the time it was drawn up. The above mentioned duties are neither exclusive nor exhaustive and the poster holder may be required to carry out other relevant duties as directed by the Head Teacher within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

The Trust/School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people, and the successful applicant must provide satisfactory references and will be subject to an enhanced Disclosure and Barring Service disclosure, along with all relevant safeguarding checks.