

## SCHOOL OFFICE ADMINISTRATOR

### JOB DESCRIPTION

**HOURS:** 36 hours per week 47 weeks per year (39 weeks are Term Time only + 4 weeks as directed by Assistant School Business Manager)

**SALARY GRADE:** £22,800 FTE, pro rata £20,607

**RESPONSIBLE TO:** Assistant School Business Manager and Headteacher

**RESPONSIBLE FOR:** N/A

#### STATUS OF POST

This is an administrative post within the school's administration Team. The postholder is accountable to the Assistant School Business Manager and reports to both the Assistant School Business Manager and Headteacher where appropriate.

#### MAIN PURPOSE OF POST

To be a reliable member of the school team working with the Assistant School Business Manager and within the Administration Team to work in the front office. To co-operate with teachers, teaching assistants, pupils and parents to provide a high-quality care in a stimulating environment with a commitment to the school's policies and Jewish Ethos.

### MAIN ACTIVITIES AND RESPONSIBILITIES

#### Office Management and General Administration

1. To work alongside the Office Administrator in providing a front-line service to pupils, parents, staff and all other stakeholders.
2. To be responsible for and maintain confidential communication with all stakeholders.
3. Receive callers and visitors to the school, deal with enquires and providing information as necessary.
4. Undertake all administrative tasks such as typing as required, particularly reports. Photocopy, collate and distribute documents as necessary. Email documents, open post and distribute.
5. Deal with staff, parent and children's queries.

6. Support Admin Team with providing a frontline service to parents.
7. Support the Admin Team with the effective administration of first aid; order supplies, deal with emergencies, is a qualified first aider.
8. To support the Admin Team with stock deliveries and distribution.
9. To be responsible for the post (incoming and outgoing) and distribution to staff.
10. To have an understanding of school safety procedures including security and fire safety.

#### Pupil Records and Data

1. To assist the Admin Team with children's records, ensuring both manual and computerised are up to date at all times. Generate pupil data reports as requested. Ensures the secure storage of pupil records. Ensure that files are requested for new children and passed on for leavers.
2. Maintain a good knowledge of the School Management Information System (MIS) in order to resolve queries and pass on information as required.
3. Assist Admin Team with the end of year MIS operations.
4. In liaison with Senior Leaders, ensure electronic assessment records are kept up-to-date.
5. Responsible for ensuring that security procedures are followed in line with the GDPR, Data Protection Act and current guideline.

#### Attendance

1. Assist the Admin Team with the Attendance procedures.

#### Pupil Admissions

1. To be aware of the school's Admissions processes and procedures.
2. Liaise with the Admin Team with regards to the arrangements associated with the admission of children to school in advance of statutory school age and the transfer of children to the next phase.
3. Provide information and answer queries from parents, Headteacher, and others in relation to admissions in the absence of the Admissions Administrator.
4. To be responsible for school visits with prospective parents and children.
5. To be aware of all procedures and practices operating to support the admission and transfer processes, making recommendations to the Headteacher and Admissions Administrator for improvement in efficiency and effectiveness.
6. To deliver effective communication with prospective parents.

## Parent Payments

1. Maintain a good knowledge of the school's payment system in order to resolve queries and pass on information.
2. Undertake all administration in relation to after school clubs, breakfast club and after school care.
3. Manage the credit control of parent income and communicate with parents in regards to outstanding payments of the accounts.
4. Run weekly and monthly reports on the school's payment system to assist with the procedures for credit control and debt management.
5. To liaise with the Finance Officer in regards to weekly and monthly reports.
6. Ensure that the Finance Officer and SLT are aware of parents failing to adhere to the rules of the Debt policy.
7. Undertake financial administration under the guidance of the Finance Officer.

## Public Relations & Marketing

1. Assume the lead responsibility for ensuring that parents, carers and visitors receive a positive welcome.
2. Be responsible for the standard and presentation of written communication leaving the school.
3. Ensure parents, carers and governors are kept up-to-date with the life of the school through the school website.
4. Take an active role in assisting the Headteacher and Governors to promote the school and its Jewish ethos.
5. To manage the database regarding interested parents and marketing events- including surveys.
6. To organise and distribute open day and marketing events materials.
7. To be responsible for whole school events including open days.
8. To liaise with the calendar administrator for event approval.
9. To work with the marketing committee and support the Governing Board.
10. To manage school tours for interested parents outside of open days.
11. To update the school website regularly for weekly updates and marketing aspects.
12. To manage the various social media channels for a positive image of the school.
13. To arrange photographs for marketing materials.

14. To manage the marketing budget in liaison with the Finance Officer.
15. To manage the school marketing events calendar in liaison with the Headteacher.
16. To liaise with Finance/Friends of Mosaic regarding fundraising events.
17. To be an active member of Friends of Mosaic.
18. To help with the data input and be responsible for attendance data within the newsletter.
19. To be responsible for the newsletter
20. To assist staff with presentations for whole school events.
21. To assist the Admin team with managing school communication.
22. To liaise with Assistant School Business Manager for future recruitment and advertising.

#### Extended Services and School Trips

1. Communicate with all internal and external club providers to ensure you have all the relevant information in time for the After School Club leaflets to be published each term.
2. Ensure that all new external club providers have signed the ASC agreement and filed a record of their Public Liability Insurance and DBS details on the Single Central record.
3. Communicate with the Breakfast club and After School Club in regards to menus and make sure this information is available to parents on the school website.
4. Ensure that all teachers have completed all their School Trip Booking forms by the deadline (end of Summer 1 Term) and that all trips for next academic year is booked during the summer.
5. Once trips have been booked, place all the relevant information on the school's payment system and follow the 'School Trip- step by step guide' to ensure the entire process runs smoothly.
6. Responsible for ensuring that the Teachers have completed the Risk Assessment, CST (security) have been informed about the trip and that parents have given permission for their child to attend the trip on the school payment system.
7. Responsible for ensuring all invoices in relation to external club providers and school trips have been given to the Finance Officer.

#### Child Protection and Safeguarding

1. To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

**Supervision arrangements:**

- Annual formal review of performance with Assistant School Business Manager.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The worker will be expected to undertake such other duties as the School Business Manager from time to time may direct.

Employees will be expected to comply with any reasonable request from the School Business Manager and Headteacher to undertake work of a similar level not specified in this job description.

This job description is current at the date shown, but in consultation with you, may be changed by the School Business Manager or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## School Office Administrator PERSON SPECIFICATION

**Essential = E Desirable = D**

<b>Experience</b>	<ul style="list-style-type: none"> <li>administrative experience within a professional or school's environment</li> <li>ability to work independently</li> <li>a proactive approach</li> <li>Event management experience</li> <li>Marketing experience</li> <li>Digital publishing experience</li> <li>Experience of working in a demanding environment</li> <li>Experience of presenting to large audiences</li> <li>Experience of composing written correspondence.</li> </ul>	E  E D D E D E D E
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>You will possess excellent literacy, numeracy and ICT skills</li> <li>Possess excellent communication skills</li> <li>Demonstrate a good standard of spoken and written English</li> <li>To possess excellent interpersonal skills in the management of pupils and parents and other stakeholders</li> <li>Education to a degree level</li> <li>Excellent knowledge of Microsoft office applications including Publisher and PowerPoint.</li> <li>Working knowledge of an MIS system/database.</li> <li>Working knowledge of adobe photoshop applications</li> <li>Working knowledge of Jewish customs and traditions</li> <li>Ability to meet tight deadlines</li> </ul>	E  E E  E  D E  E D E E
<b>Personal Qualities &amp; Attributes:</b>	<ul style="list-style-type: none"> <li>Experienced, well organised, enthusiastic and highly effective administrator</li> <li>Able to work as part of a team.</li> <li>Honesty, trustworthiness and a high level of pride in work undertaken</li> <li>Able to work effectively with little supervision</li> <li>Able to meet deadlines</li> <li>Polite and courteous to members of the public</li> <li>Calm and patient when under pressure</li> <li>Co-operative with other employees, parents and visitors</li> <li>Able to show initiative and work proactively to ensure the smooth running of the office</li> <li>Commitment to equality principles and practice and to the school's equal opportunities policy</li> <li>Willing and able to start work early when required</li> <li>Friendly, calm and professional manner</li> </ul>	E  E E  E E E E E  E  E E