



Job Description – Office Administrator

Job Purpose:

Under the direction of the School Business Manager and Headteacher, the Office Administrator will provide effective and efficient clerical and welfare support to the school, including finance.

Main duties and responsibilities:

Reception:

- ☞ To be a friendly and professional point of contact for both telephone and face to face enquiries and take messages where appropriate.
- ☞ To ensure school security arrangements are always complied with, including visitors signing in, issuing of visitor badges and the identification of DBS documentation for all visitors.
- ☞ To accept, sign and check deliveries as appropriate.
- ☞ To provide hospitality for visitors to the school.

Finance:

- ☞ To carry out financial administration in accordance with appropriate DfE and school financial regulations and policies.
- ☞ To be responsible for the inputting/paying of all purchase ledger invoices.
- ☞ To be responsible for the ordering of Wraparound Care/Pre-School/Kitchen Provisions.
- ☞ To be responsible for the administration of our Breakfast and After School Clubs (St. Paul's Site) including managing bookings, raising invoices and receiving fees.
- ☞ To be responsible for the administration of our Holiday Club including managing bookings, raising invoices and receiving fees – by ParentPay, cash and childcare vouchers.
- ☞ To be responsible for the collection of dinner monies and completion of all catering returns for school meals and free school meals and liaison with parents.
- ☞ To be responsible for the raising of any letting fee invoices.
- ☞ To collect and record any monies for school uniform, trips, residential trip, swimming etc
- ☞ To maintain school uniform stocks, liaising and selling to parents as necessary.
- ☞ To prepare monies for banking as necessary.

Welfare:

- ☞ To organise or administer first aid, medicine to pupils as required, in keeping with the Academy's policy.
- ☞ To keep the medicine record up to date, ensuring medicines are in date.
- ☞ To maintain first aid supplies as necessary.
- ☞ To liaise with parents regarding pupils' sickness/injury.
- ☞ To assist with visits from the school nurse, dentist etc.
- ☞ To assist with the general welfare and safeguarding of pupils.

Clerical:

- ☞ To confirm daily attendance on registers.
- ☞ To assist with the monitoring and maintenance of stock.
- ☞ To provide general clerical support as required.
- ☞ To undertake filing and photocopying as required, including the basic maintenance of the photocopier.
- ☞ To undertake word-processing as required for the Head and Deputy Headteachers.

- ☞ To update and use online methods of communication (Email, Weduc & Class Dojo) as necessary.

General:

- ☞ To ensure that General Data Protection Regulations (GDPR) are adhered to effectively.
- ☞ To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- ☞ To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- ☞ Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- ☞ The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher/School Business Manager to carry out appropriate duties within the context of the job, skills and grade.

Diversity statement: At Cranfield Church of England Academy, we support the principle of equality and diversity in employment wholeheartedly and welcome applications regardless of age, disability, religion or sexual orientation.

Safeguarding statement: The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Candidates will be required to undergo a number of pre-employment checks including an enhanced DBS check.