



Tudor Grange Academies Trust

Office Administrator

Grade 3

Points 5 - 6

Core Purpose

- To provide a full reception service and administrative support to the school.
- To be welcoming first point of contact for all communication, in person, on the telephone and via email. Ensure that all visitors to site are offered refreshment or lunch as appropriate.

Specific Responsibilities

- Ensure that the administrative area (including the office, stock cupboard, PPA/Reprographics room, entrance hallway, entrance vestibule and first aid cupboard) is welcoming and tidy
- Ensure that visitors are signed in, wearing an appropriate lanyard, shown facilities and directed to the appropriate person
- Follow all academy safeguarding procedures
- Deal with routine enquiries, providing general information about the school and its activities in person, by phone and email
- Handle incoming mail, ensuring appropriate distribution
- Support the Office Manager to handle all emails, responding, organising and filing appropriately.
- Maintain records / files / databases / inputting and retrieving information
- Support with the administration of Attendance at the direction of the Office Manager: managing registers, first day calling, logging absences, responding to Leave of Absence requests and preparing fire registers
- Management of the MIS system (Bromcom)
- Responsibility for Nursery applications, places and waiting list.
- Administration for new starters
- Undertake word processing, generating letters as required
- Take minutes of meetings where required
- Liaison with parents, stakeholders and members of the public
- Produce certificates and letters relating to pupil achievements
- Administration of house system including house point logging and rewards
- To co-ordinate specific responsibilities as outlined by the Academy Principal, working within clearly defined procedures
- Reprographics
- Management of first aid logs and reporting and first aid supplies.
- Management of medical folders and medicines, ensuring timely distribution of medical information with necessary staff members.
- Any other reasonable activities relating to administration at the direction of the office manager or Senior Leadership Team.
- Attendance at adhoc evening school events at the direction of the Principal

Line Manager

Office Manager