



Gainford C E Primary School
School Office Administrator
Job Description



Post:	School Office Administrator
Grade:	3 SCP 4 – 6
Hours:	35 hours per week working Monday – Friday 8.30am – 4.00pm Term Time Only
Location:	Gainford CE Primary School/Ingleton CE Primary School
Responsible To:	Head Teacher/School Business Manager
Job Purpose	Responsible for providing administrative support services to facilitate the day to day running of the School Office, including finances at Gainford CE Primary School and in some cases Ingleton CE Primary School.

Duties and Responsibilities

The School Office Administrator will:

- Manage the administrative and/or finance function within the school, including staff and systems.
- To track debts and ensure payments are made in a timely manner following policy and good practice.
- Plan, develop, organise and monitor support systems, procedures and policies
- Prepare and complete documents and returns in relation to admissions and registration procedures and transfers to other schools
- Ensure attendance, registers and child details are correct and accurate
- Provide support, advice and guidance on administrative issues to senior staff, Academy Council and others
- To ensure Academy Council information, details, expectations and administrative information is processed correctly and systems updated accordingly.
- Update website as needed
- Provide assistance to the Headteacher and School Business Manager
- Support the Headteacher and School Business Manager around Health and Safety
- Ensure all asset management is up to date
- Liaise with other staff, pupils, parents/carers and external agencies
- Develop and maintain record and information system.
- Produce, and respond to, correspondence
- Contribute to marketing and promotion of the school

- Arrange supply cover for absent staff
- Be the first point of contact for visitors and parents – answering queries, resolving problems and making decisions where appropriate
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- The Post holder may undertake any other duties that are commensurate with the post.
- The post holder has common duties and responsibilities in the areas of:
Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction

Health and Safety

- Comply with the requirements of the Health and Safety at Work Regulations
- Take reasonable care for the Health and Safety of yourself and others
- Co-operate with the school in ensuring that Health and Safety responsibilities are carried out
- Ensure documentation is up to date and compliant
- To perform duties in line with Health and Safety and COSHH regulations and take action where hazards are identified, report serious hazards immediately to Head Teacher or School Business Manager.

Knowledge and Skills

Willingness to undertake training to enable the post holder to keep abreast of new office and administrative systems and to enable them to continue to develop personally and professionally.

Supervision and Management

The post holder will often be required to work without direct supervision.

Key Contact and Relationships

Daily contact with the Headteacher, School Business Manager, staff, children and families. General contact with other school staff and suppliers.

Safeguarding

To track and book all training for staff to ensure safeguarding compliance is met.

The school is committed to safeguarding and protecting the welfare of children and young people and expects that all staff share this commitment. An enhanced DBS check and other pre-appointment checks will need to be returned prior to commencement of employment.

Post Holder: _____

Date: _____

Headteacher: _____

Date: _____