

THE CHERWELL SCHOOL
Opportunity, Responsibility, Excellence

School Office Administrator

Job Description

Responsible to:	School Administration Team Leader
Salary Scale:	Grade 6
Working Time:	37 hours per week; Monday to Thursday 8.00am – 4.00pm Friday; 8.00am - 3.30pm Term time only + 5 INSET days

Job Purpose

To work within the administration team to provide a high standard of administrative support to the school, and support the day to day running of the school office including communication with parents, students and other agencies.

Administration:

- Monitor the Office inbox on a regular basis
- Send communications to parents via email/electronic mail system
- Maintain manual and computerised records/MIS systems
- Provide information/data/reports as required (whilst complying with GDPR)
- Coordinate the administration for events such as Parent Consultation Evening (PCE)
- Assist the School Administration Team Leader with timetable changes and year end academic management procedures
- Assist the Administration Team Leader with the administration required to prepare for the new year 7 intake
- Update information on the school website
- Monitoring stock and requesting orders as required (e.g. stationary)
- Provide general administrative support (printing/photocopying, completion of standard forms, response to routine correspondence etc.)

Reception:

Act as a School Receptionist whenever it is required - this may be due to staff absence, or regular lunch cover;

- Promote the ethos of the school by giving a professional and courteous service to all visitors, ensuring they are aware of emergency evacuation procedures and the school's safeguarding policy
- Receive incoming telephone calls and answer or redirect as appropriate
- Maintain signing in and out records for visitors, checking safeguarding clearance and giving visitors the appropriate lanyard
- Assist with arrangements for visits by all outside agencies including school nurse, photographer etc
- Ensure that lost property is returned where possible, and if not, is placed in the designated area
- Sort and distribute incoming mail and frank all outgoing mail
- Receive deliveries ensuring that the relevant department / individual is informed
- Undertake routine administration to ensure that the late procedure is followed correctly, assisting the Deputy Head's of Year (DHOY) with student absence(s)

First Aid / Student Welfare:

- Provide First-Aid/medical/welfare assistance to students and staff, including liaison with parents, staff and professional health carers (First Aid training required but can be provided by school)
- Assist the Student Services Officer to ensure compliance with the First Aid and Medical Needs policies, alongside the relevant Safeguarding protocol

General Duties

- Always act in accordance with school/local/national policies and procedures (e.g. GDPR)
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community.
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

June 2024