



Job Description

Job Title: Office Administrator
Salary: Grade 2 SCP 3-5
Responsible to: Principal, Business Manager

Vision and purpose

To support the team and the Principal with a wide range of administrative based duties and work effectively in a busy administrative based environment.

Responsibilities

Undertake responsibilities, duties and work to include:

- Reception duties including greeting visitors, co-ordinating the visitor sign-in system, handling parental, pupil, staff and visitor queries, answering the telephone and receiving deliveries.
- Use of various ICT packages (internal and external) for the purpose of maintaining and processing academy business.
- Word processing tasks to produce documents including policies, staff bulletins, letters, presentations and newsletter.
- Support with trips and record keeping.
- Note taking at meetings.
- Photocopying documentation.
- Create and maintain appropriate filing systems both electronic and paper.
- Ensure compliance with GDPR (General Data Protection Regulations 2018) in all aspects of academy business.
- To distribute incoming and outgoing post and internal communication.
- Assist with whole academy mailings.
- Ensure the office area is always tidy, clean, safe and attractive.
- Admin support with organising events such as Academy productions, Open Events, Parents evenings, achievement evenings, year 11 prom and sixth form events.
- To implement fully and positively the Academy's policy on office procedure.
- Filing and archiving.
- Checking deliveries and ensuring the relevant paperwork is accurate.
- Monitoring stationery stocks.
- Being aware of emergency, security and safeguarding procedures in accordance with Academy policies.
- Use of SIMS (School Information Management System) pupil database.
- To carry out reasonable tasks from time to time as directed by the Business Manager or Principal.

Safeguarding

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.