



## **JOB DESCRIPTION**

### **SCHOOL OFFICE ADMINISTRATOR**

The Office Administrator's line manager is the Headteacher.

#### **General Responsibilities**

The primary function of the Office Administrator is the provision of administrative support for the School. The responsibilities include:

- Welcoming and escorting visitors including ensuring information for the single central record has been collated and visitor safeguarding information is shared.
- Responding to emails in a timely fashion.
- Ensuring that telephone calls are dealt with in a timely and efficient manner.
- Control of the school's pupil database and entering pupil information.
- Responding to ad hoc requests from staff for reports and assistance.
- Maintaining efficient filing of information in hard and/or electronic copy.

#### **Specific responsibilities**

##### **Correspondence**

- Drafting letters to parents for example with regards to school trips and visits.
- Drafting the regular school newsletter for the Headteacher to finalise.
- Ensuring that the school website is kept up to date.
- Collating school policies and maintaining a register of policies and dates when they need to be reviewed.

##### **Human Resources**

- Management of information related to school employees including maintaining the school's single central register and all personnel records. This will also include updating the Schools Information Management system with staff information including logging absence.

##### **Registers**

- Preparing attendance lists for breakfast club and after school clubs as well as school buses.