

Weston Turville CE School

Job Description

Job Title: Office Administrator

Job Purpose: To support the Office Manager to ensure the smooth running of the office

Reporting to: Office Manager

Staff reporting: None

Budget responsibilities: None

Key areas of responsibility:

- To carry out the duties of Office Assistant as set out in the latest Bucks Pay Employment Condition document.
- To carry out responsibilities and duties under the direction of the Office Manager, Headteacher or staff with delegated responsibility.
- To carry out receptionist duties; dealing with parents and visitors sympathetically and confidentially, ensuring the correct safeguarding procedures are followed before granting access to the site, as well as receiving and checking deliveries.
- To provide basic admin support to the office including:
 - Opening and distributing mail daily.
 - Checking and forwarding emails as appropriate.
 - Answering the telephone and dealing with queries.
 - Checking registers and dealing appropriately with correspondence received from parents via children's bookbags or from the teaching staff, calling parents of children not in school where no reason has been received for their absence.
 - Monitoring tea/coffee/milk supplies for the staff room.
 - Ensuring the supply of forms and publications in the office is maintained and up to date.
 - Monitoring and maintaining the levels of curriculum and office supplies including paper for the photocopier.

- Banking income on a weekly basis and purchasing stamps.
 - Photocopying and maintaining the photocopier and consumables.
 - Updating staff/children contact information.
 - Ensuring staff forms are completed annually in accordance with audit requirements.
 - Use of Word & Excel for general typing and correspondence and data monitoring.
 - Providing first aid and administering medicine in accordance with the school policy, dealing with pupils who are unwell and need to be collected from school.
 - Assisting with the setting up of rooms and refreshments for functions taking place in the school including events in support of the local community
 - Liaising with suppliers and other stakeholders as required resolving ongoing problems and issues.
 - Updating the main staff photo board and other noticeboards on the school site and information available in the entrance/reception area.
 - Maintaining the confidentiality and security of the office at all times.
- To input and maintain data on the SIMS admin system including attendance figures on a weekly basis, and produce reports as required by the Headteacher and other members of staff.
 - To proof read, co-ordinate, and electronically distribute the weekly newsletters ensuring they are added to the school website.
 - To deal with admission enquiries and appointments, maintain the waiting list, prepare offer letters for parents, process CTFs and liaise with Buckinghamshire Council, the Office Manager and Headteacher as required.
 - To co-ordinate induction days for new Reception class children and group/individual tours for prospective parents including preparing starter packers, forms and inputting data on pre-admission groups and Parentmail.
 - To be responsible for monitoring Free School Meal eligibility and updating SIMS regularly.
 - To assist in the appointment of new staff by requesting references and chasing the return of recruitment forms.
 - To arrange visits from visiting professionals, co-ordinating paperwork and meeting rooms e.g. school nursing team, educational psychologists, specialist teachers etc.
 - To administer the daily hot meals process via ParentPay set up by our hot meals provider AiP, reporting absences/extra meals to AiP by 9.30am each day, resolving queries from parents regarding orders, allergies and menus; updating and checking weekly order summaries within required deadlines, and liaising with the AiP kitchen and Midday Supervisors to resolve any issues that may arise at lunchtime.
 - To use Parentmail, the school's online correspondence and payment system, to send correspondence to parents, staff and governors as well as assist with the setting up of new pupils and staff, and monitoring of trips, swimming and other payment events.

- To set up parents' evenings via Parentmail, liaising with teaching staff and collating templates from each class, chasing up parent appointments and issuing lists to teaching staff.
- To create forms via Parentmail for collecting information from parents.
- To complete the summer roll up process for Parentmail for the beginning of each academic year.
- To assist with Pre-School admissions and funding claims, liaising with parents and collating paperwork to meet Early Years funding deadlines.
- To maintain stocks of second hand uniform and arrange for second hand uniform sales to be carried out termly.
- To maintain the school's equipment register, and assist the Office Manager with the annual stocktake.
- To maintain the school website, updating news items, policies, the calendar and information on an ongoing basis.
- To book courses for members of staff via online booking systems, update the CPD spreadsheet and input the order on the FMS system.
- To assist with ensuring the school complies with GDPR and safeguarding requirements.
- To source resources, place online orders, and input orders on the Financial Management System under the guidance of the Office Manager.