

Job Description

Job title:	Office Administrator/Attendance Officer
School:	Thomas Gamuel Primary School
Responsible to	Office Manager and Senior Leadership Team
Location:	London, Walthamstow
Salary:	Scale 4 Points 7-11 £29,346 - £31,074 (pro rata 45.6 weeks of the year, 0.87 FTE)
Contract type:	Permanent, Full time, Term Time only plus 5 days during school holidays

Core duties

The administration team provides the first point of contact for staff, pupils, families and visitors to the school.

Reporting directly to the Office Manager, the administrator is responsible for undertaking administrative and organisational processes as required, ensuring all administrative aspects of the schools run efficiently through effective working practices.

Administrators are expected to contribute significantly to the continuous improvement of the school's services. This will include:

- The promotion of the school's aims, objectives and ethos
- Ensuring specific day-to-day functions of the schools run smoothly
- Establishing good working relationships with all stakeholders and external agencies

General responsibilities

Organisation

- Act as the main receptionist and first point of contact for the school in order to receive visitors, staff, pupils, parents and deliveries in a courteous and efficient manner at all times
- Deal with telephone calls and communications in a timely manner in accordance with school policies and procedures
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc. This includes updating all medical plans
- Assist in arrangements for school trips, events etc.

Administration

- Carry out other general clerical duties such as photocopying and filing as required, complete standard forms and respond to routine correspondence to ensure the smooth day to day running of the school
- Maintain attendance records, monitor attendance and support the school with improving pupil's attendance including liaising with parents and stakeholders
- Maintain manual and computerised records/management information systems and carry out function for pupil related data including Census and data transfers
- To collect and collect pupil data including admissions information, attendance and assessment
- Produce lists/information/data as required e.g. pupils' data, attendance data school meal data
- Undertake typing and word-processing and other IT based tasks.
- Take notes at meetings as required
- Sort, distribute and prepare communications efficiently and effectively e.g. letters, newsletters, social media posts
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises
- Assist with the collation of information for the Trust
- Oversee the debt procedure and follow up with any debt chasing
- Maintain school notice boards in staffroom are and keep them updated

Resources

- Operate relevant equipment and ICT packages (e.g. word, excel, databases, email, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required
- Provide informal assistance to staff, pupils and others
- Undertake general financial administration when necessary e.g. processing orders

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Show awareness of the school's security at all times
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships, communicate with and support other agencies/professionals

- Undertake such other duties that correspond to being a member of the administrative team, including attending meetings, supporting school, public and community cohesion events
- Participate in Quality Assurance procedures
- Participate in training and other learning activities and performance development as required
- Support the Heads of Schools in any other administration related matters as required from time to time

This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

Appointed Candidate's Name:

Date of Appointment:

Signature of Appointee:

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.