



Job Description Office Administrator – Grade E

Purpose of Job

- To provide a range of administrative and/or organisational processes within the school. This may include management of some part of the administration and/or financial processes

Key accountabilities/duties/responsibilities

- Provide the administrative and organisational services and/or finance services to the school
- Contribute to the planning and development of administrative procedures and systems
- Analyse and evaluate data and information including creating and running reports
- Provide operational day to day support and information to senior staff, the Governing Body and others
- Process more complex forms, returns, including those to outside agencies, such as school census
- Produce and respond to correspondence for self and others
- Monitor and manage a limited range of stock within an agreed budget
- Operate school information management systems
- May supervise administrative/finance staff
- May organise meetings and take notes/minutes, such as Governors meeting, School Leadership Team meetings
- May monitor service contracts, school licences and insurance
- May assist with marketing and promotion of the school
- May manage the administration of facilities including use of school premises
- May monitor some of the school's financial processes and agreed budgets
- May be responsible for effective operation of payroll system

Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

Flexibility

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager. This job description is not exhaustive and may change as the post develops. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

The School's Commitment to Equality

To deliver the school's commitment to equality of opportunity in the provision of its services, all staff are expected to promote equality in the work place and in the services the school delivers.

Office Administrator
Person Specification

Essential	Desirable
Knowledge, training and experience relevant to the post	
<ul style="list-style-type: none"> • Educated to NVQ level 3 / AS or A2 level or equivalent knowledge and experience • Significant relevant office experience • Knowledge of Data Protection, Safeguarding and confidentiality issues • Deep knowledge and understanding of the school, school policies and procedures, and services to resolve queries and problems • Knowledge and understanding of appropriate specialised systems and administrative and/ or financial procedures • Able to use office equipment, such as photocopiers, printers, laminators • Proficient user of MS Office software and/or in-house software 	<ul style="list-style-type: none"> • Working at or towards relevant Business and Administration national occupational standards that underpin qualifications at level 3 or equivalent knowledge and experience • Knowledge of internal and external guidelines and statutory requirements • Supervisory experience
Skills	
<ul style="list-style-type: none"> • Work within the school policies and procedures organise, plan, allocate as required and deliver work that is usually completed in the short term • Provide a range of administrative and organisational and/or secretarial support services for the school for example liaising with pupils, parents/carers, undertaking word processing and IT based tasks including operation of relevant equipment and ICT packages, such as student databases, staff databases • Plan for and organise the administration of school trips/visits and events • Contribute to the short term plans of the school 	

Essential	Desirable
Communication and influencing skills	
<ul style="list-style-type: none"> • Provide advice, guidance and support on a range of non-teaching issues to Head Teacher, teachers, other school employees, Governors, pupils, parents and other members of the community • Build and maintain effective working relationships with colleagues and other agencies as required to ensure the appropriate level of service is provided • Establish and maintain effective and constructive relationships with pupils, parents and carers, communicating with them as appropriate to share information, and inform them of school business through daily contacts and written communications • Undertake reception duties including dealing with visitors as required, using courtesy, tact and diplomacy • Supervise others by using diplomacy, sensitivity and empathy • Ability to form and maintain appropriate relationships and personal boundaries with children 	
Initiative and Innovation skills	
<ul style="list-style-type: none"> • Work within internal and external guideline, statutory requirements, school policies and procedures using initiative to prioritise tasks and organise own and others workload • Creative skills for developing, planning and managing administrative and /or financial procedures and systems • Deal with problems independently and seeking advice from Executive Headteacher/ Head of School/School Business Manager as necessary 	
Commitment	
<ul style="list-style-type: none"> • To the values and ethos of Queenswell School • To maintaining confidentiality at all times • To safeguarding and equality 	<ul style="list-style-type: none"> • To further professional self-development