



Martin Primary School

Job Description

Office Administrator

General Admin responsibilities

- Provide a range of administrative support services for the school e.g. liaising with pupils, parents/carers, undertaking word processing and IT based tasks including operation of relevant equipment and ICT systems, e.g. student databases, staff databases
- Contribute to the planning and development of administrative procedures and systems
- Work within the school policies and procedures
- Provide advice, guidance and support on administrative issues to staff, Governors, pupils, parents and other members of the community
- 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
- No direct budget responsibility but may carry out financial transactions, including handling of small amounts of cash, in line with policies and procedures
- Analyse and evaluate data and information and run reports
- Undertake other duties and responsibilities as a reasonably directed by the SBM/headteacher

Attendance

- Monitor and maintain accurate daily attendance records for all pupils, in order to support safeguarding children in the school.
- Follow up unexplained or persistent absences and contact parents/carers where appropriate.
- Record and update attendance information on Arbor.
- Work with school leaders and relevant staff to identify patterns of absence or lateness.
- Maintain accurate records of reasons for absence and ensure appropriate codes are used.
- Support the school with attendance-related communications to parents/carers.
- Prepare attendance information and reports as requested e.g. SLT, Barnet Education Welfare Officer (EWO)
- Liaise with parents/carers and class teachers regarding attendance concerns and provide appropriate information.
- Maintain confidentiality when dealing with sensitive attendance information.
- Use CPOMs to record concerns when necessary.

Off-rolling

- Process the administrative arrangements for pupils leaving the school.
- Ensure pupil records are updated accurately when a child leaves the school and

safeguarding information is passed on.

- Support the Year 6 secondary school transfer off-rolling process e.g. passing on school files
- Liaise with parents/carers and receiving schools.
- Ensure relevant information and records are transferred securely in line with school procedures and data protection requirements.
- Update Arbor and other relevant school systems to reflect pupil movements.
- Maintain accurate records of leavers and ensure all necessary administrative checks are completed.

Nursery

- Manage the administration of nursery applications and admissions for the termly intake
- Maintain accurate nursery waiting lists and admission records.
- Communicate with parents/carers regarding nursery places, start dates, sessions and required documentation.
- Liaise with nursery staff to coordinate new starters and ensure they have the information required before beginning.
- Keep Arbor and other relevant systems updated with nursery pupil information.
- Ensure admission information is handled confidentially and in accordance with GDPR requirements.
- Maintain accurate records of nursery sessions, lunches and extended day provision.
- Administer charges for additional sessions, lunches and extended day services as required.
- Prepare and issue invoices to parents/carers.
- Monitor payments and maintain accurate financial records with the school Bursar and Business Manager.
- Liaise with Barnet to ensure accurate data shared in good time to ensure maximum income from the borough

Stationary

- To support the school Bursar during busy financial periods in the school year e.g. help to organise and distribute stationary in school.
- Taking delivery and storing of stocks and consumables as required.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post. This job description does not form part of the contract of employment. It describes the way in which the member of staff is expected and required to perform and complete the particular duties as set out above.

Person Specification

Office Administrator

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| <ul style="list-style-type: none">• Educated to NVQ level 3 / AS or A2 level or equivalent knowledge and experience |
| <ul style="list-style-type: none">• Significant relevant office experience• Some knowledge of Data Protection, Safeguarding and confidentiality issues |
| <ul style="list-style-type: none">• Able to use office equipment, such as photocopiers, printers, laminators etc.• Highly proficient user of MS Office or Google especially Excel/Sheets• Experience with databases/MIS such as Integris or Arbor - desirable but not essential• Able to learn new systems quickly |
| <ul style="list-style-type: none">• Able to communicate effectively with all staff, support services, other agencies and professionals as appropriate both verbally and in writing• Able to undertake reception duties including dealing with visitors as required, requiring courtesy, tact and diplomacy• Able to always maintain a calm and professional approach |
| <ul style="list-style-type: none">• Able to work efficiently and can multi-task/prioritise effectively• Strong attention to detail• Commitment to working collaboratively with all members of our school community• Excellent time management and organisation skills• Flexible approach towards working practices• High expectations of self and professional standards• Able to work as both part of a team and independently• Able to develop and maintain successful working relationships with other colleagues• High levels of drive, energy and integrity.• Demonstrate flexibility and a willingness to assist with reasonable tasks outside of the usual administrative responsibilities when required. |

Martin Primary School is committed to safeguarding and promoting the welfare of children, and our whole school community. This commitment must be shared and demonstrated by all staff, volunteers and visitors. The post is subject to an enhanced DBS check.