



St Edward's Catholic First School

Job Description

Office Administrator Role

Job purpose

To provide administrative support for the school, in particular to pupils/parents/staff. To manage all administrative duties related to pupil admissions, attendance and assessment and parent communication.

Scope of the job

- Has contact with school visitors, teachers, parents, pupils, governors etc.
- Operates in a busy environment and required to juggle conflicting priorities
- The school office is often the focus of support activities in the school
- All enquiries, visitors, pupils and staff will interact with those in the office
- Staff have to perform their duties despite interruptions
- Often the first point of contact with distressed / demanding / aggressive / angry parents on the phone or in person - the way they respond can impact significantly on how the parent continues to behave towards the teacher / Headteacher to whom they are referred
- Will have access to confidential information, which must be dealt with discretely

Reporting

Reports to the Executive Head Teacher

Job accountabilities

Admission

- Liaise with parents regarding admission to the school both at the start of an academic year and for in year transfers.
- Add new admissions and remove leavers to and from SIMS, Teachers2parents and Tucasi software.
- Advise the office team so a new email account for the pupil can be set up or removed.
- Organise open days, parent visits, familiarisation mornings for prospective children/parents

Attendance

- Ensure accurate recording of attendance on SIMs and manage pupil absence.

Record keeping

- Maintain accurate and up to date pupil files on all software used by the school

Statutory returns

- Run reports for termly for Census information gathering and assessment at the end of each Key Stage.



- Ensure that statutory deadlines are met.
- Responsible for all Sims related statutory returns for attendance, assessment, and census.

Communications

- Type a variety of correspondence ensuring that documents are produced to the required standard and time scales.
- Monitor school office email and respond accordingly.
- Communication with parents using Teachers2parents software.
- Arranging parents' evenings twice a year.

First aid

- Maintain Accurate and up to date medication records.
- Ensure safe and secure storage of medications on sit.
- Administer First Aid once trained

Health and Safety

- Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified.
- Where hazards are serious, report to line manager immediately.

School website

- Maintaining an accurate and compliant school website.

Supporting the finance officer (when required)

- Arrange school visits/teacher lead clubs.
- Monitor outstanding balances on Tucasi software and chase parent for payment.
- Monitor stationery/office supplies, placing orders when required.
- Process the schools incoming and outgoing post, ensuring the post is distributed/dispatched daily.
- Provide a telephonist/receptionist service taking messages or referring callers/visitors to the correct person
- Monitor school office email and respond accordingly
- Manage visitors in a welcoming manner with due regard to safeguarding procedures.
- Receive and receipt monies from pupils and parents ensuring that all monies are received and accounted for and kept in a safe place.
- Send messages to parents following approval by the Executive Head Teacher

Any other reasonable requests by the Executive Headteacher.