SCHOOL OFFICE ADMINISTRATOR

JOB DESCRIPTION

Job Title:	SCHOOL OFFICE ADMINISTRATOR
Grade:	Scale 3
Reporting to:	School Office Manager
Role Objectives:	• Administrative support to Heads of Year & the Office Manager, relating to student attainment and reports, attendance and behaviour management, preparation for GCSE evening and Prize Giving presentations, Parents' Evening preparation and all associated correspondence and filing. • To act as a frontline/first point of contact to visitors/callers to the school and link between them and others within school. • To deputise in the absence of the Office Manager
	Administrative support to Heads of Year • To manage daily school operations, student data and communications between staff, parents and students. • To accurately manage attendance registers, ensuring that all absences are accounted for through timely calls/paperwork/tracking. • To produce absence, behaviour and lateness reports for the Heads of Year and to contact parents and monitor attendance at agreed after school detentions (Period 6) and punctuality detention. • To update mark sheets/data entry, produce curriculum reports and statistical data as required. • To attend twice weekly 8.15am staff briefings, take minutes and issue to all staff. • To be responsible for the maintenance of accurate records relating to the above. • To set up the Parents' evening booking system and monitor responses. • To organise the annual Prize Giving and GCSE certificate evenings. • To provide support to the Office Manager with the creation of records for new Year 7 students. • To assist with the provision of an efficient and effective clerical support service to the School – in accordance with the School's objectives, policies and procedures. **First point of contact for visitors to the school** • To act as a vital link between the school, parents and the wider community facilitating good communication. • When necessary, to be responsible for ensuring that all visitors/guests to the School receive the appropriate level of hospitality and that all safeguarding measures are adhered to.

	• To respond to callers, whether by telephone or in person, and ensure that, where necessary, clarifying questions are asked, messages are taken and referred accordingly. • To deal with any incoming /outgoing post – distribution, franking, special deliveries. • To develop and maintain an awareness of the business of the School and its curriculum, and to ensure that all duties are carried out with due reference to Safeguarding and confidentiality procedures. **Deputise for Office Manager** • To escalate important messages/concerns in the Office Managers absence. • To ensure that any emails/calls for the Office Manager are emailed on for their return. • At the direction of the School Office Manager, to assist with the provision of support with the Administration Office and to members of staff or pupils. • To embrace the School's ethos through its vision statement, which is rooted and grounded in traditional Christian values which foster dignity and respect for all and compassion and sensitivity towards others. •
	General Responsibilities • To work within school policies and procedures with an up-to-date understanding of Keeping Children Safe in Education and related Safeguarding, Child Protection and Code of Conduct requirements. • To contribute to the provision of a supportive, aspirational and effective environment for learning. • To support the promotion of positive relationships with parents and agencies. • To attend skill training and participate in personal/performance development as required. • To take care of their own and other people's health and safety. **In addition, other duties at no higher level of responsibility may be interchanged with/added to this list as required**