

Stedham Primary School Office Administrator Job Description

Office Manager Job description
Purpose of role
Responsible for the effective and efficient clerical and welfare support to school
Reports to: Headteacher/Bursar/Chair of Governors
Responsibilities
<p>Key Duties:</p> <ol style="list-style-type: none">1. To ensure the welfare of pupils including:<ul style="list-style-type: none">• Administration of first-aid and medicine (following training) and follow the school's policies• Order first aid supplies as necessary• Liaise with parents and staff regarding pupils' sickness/injury• Support general welfare of pupils• Complete health and safety documentation if pupil/staff attend hospital as a result of injury• Assist with visits from external professionals• Update medical records and monitor expiry of staff's first-aid qualifications2. Reception duties including:<ul style="list-style-type: none">• Be the primary point of contact for the school, responding to telephone, email and face-to-face enquiries in a timely and professional manner• Ensure school security is complied with, including signing in and issuing of visitors' badges• Accept, sign for and check deliveries• Provide hospitality for visitors to school3. Clerical responsibilities including:<ul style="list-style-type: none">• Be responsible for manual and computerised (Bromcom) pupil data records• Checking and distribution of all school communication externally and internally• Preparation of packs and admission forms for new parents• Provide general clerical support, including filing and photocopying• Oversee maintenance of school photocopier• Draft correspondence, policies and other documentation as specified• Update documents as needed, including staff handbook• Provide support and encourage positive relations within the local and wider community• Liaise, support and arrange school trips• Liaise with schools regarding transition of pupils• Complete the termly Census return by gathering, entering and submitting all necessary data4. Financial responsibilities include:<ul style="list-style-type: none">• Be responsible for completion of returns for school milk and fruit• Support applications for free school meals, maintaining confidentiality, and update lists of pupils eligible for pupil premium funding• Record receipt of monies for trips and events5. General responsibilities include:<ul style="list-style-type: none">• Arrange supply teaching cover as appropriate in consultation with leadership team• Comply with duties in accordance with school's policies• Participate in performance and development of the school• Maintain confidentiality
Indicative knowledge, skills and experience
<ul style="list-style-type: none">• Significant experience in administrative roles• Familiarity with West Sussex systems an advantage• A warm, welcoming demeanour