



OFFICE SUPPORT ADMINISTRATOR JOB DESCRIPTION

ACCOUNTABLE

The Office Support Administrator will report to the Head of Finance and Compliance and, through them, they are ultimately responsible to the Head.

KEY AREAS OF RESPONSIBILITY

The overall purpose of this role is to support the Head of Finance and Compliance in the operations of the school. The Office Support Administrator will need to be organised with a flexible approach and the ability to work both independently and as part of a small team.

CORE RESPONSIBILITIES

- Management and distribution of incoming and outgoing post.
- Reception cover duties – preparing registers, answering incoming calls, dealing with visitors and pupils.
- General office duties: photocopying, printing, shredding, collating resources, updating records, etc.
- Data entry as required for admissions, marketing and/or finance, using school database (iSAMS) and Local Authority systems (Early Years). Please note that in-house training will be provided.
- Maintain filing/archiving systems.
- Proactively assist with the smooth running of the office.
- Assist with marketing; to include, events, campaigns, website, social media accounts.
- Assist with Uniform Shop queries, paperwork and stock take, as required.
- Administrative duties as delegated by Head of Admissions, Head of Marketing, Head of Finance and Compliance, and the Facilities Manager.
- Assist with safely escorting younger pupils arriving on school bus service between school sites.

GENERIC RESPONSIBILITIES

- Support and contribute to the School's responsibility for safeguarding pupils.
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors.
- Support and contribute to the School's drive towards sustainability and environmental education.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents, colleagues and visitors.
- Engage actively in the School's performance management process.
- Adhere to all School policies and the Staff Code of Conduct Policy.
- To undertake additional tasks or carry out any other reasonable duties as identified by the Head of Finance and Compliance.
- Maintain strict confidentiality at all times.

NOTES

All job descriptions for members of staff are viewed in relation to the delivery of the School's Strategic Development Plan.

Other tasks may be considered necessary by the Head in view of the changing needs/policies of the school. Some tasks may be modified, delegated or deleted by agreement in the future.