



The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Office Administrator - Job Description

Summary of the role:

Under the direction of the School Office Manager, and in accordance with the practices and procedures of the school, the Office Administrator is to carry out administrative support to a high standard ensuring that these functions complement the management of the School in an efficient, effective and friendly manner.

He/she will work with and alongside other School Office and support staff.

Line manager: Office Manager

Main duties and responsibilities:

- Providing an administrative service within the School Office including typing, photocopying, e-mailing, filing, laminating and binding
- Answering the school telephone - handling enquiries from, parents, prospective parents, members of the public and other organisations on the Schools' behalf
- Greeting visitors to the school and ensuring their presence in the school is recorded and announced
- Maintaining the school management information system (iSAMS) and pupil files/records
- Ensuring all pupils are registered and recorded appropriately each day
- Handling the incoming / outgoing mail – franking post, taking to the Post Office at the end of each day, including recorded and special delivery
- Maintaining stock levels of marketing literature in support of the school Registrar
- In addition, any other reasonable duties as requested by the Office Manager or Bursar.

Person Specification

Personal Characteristics:

Essential Characteristics: Applicants must possess the following personal characteristics:

- An enthusiastic and versatile team player, committed to the ethos of the school
- Have strong organisational and administrative skills and be able to use ICT effectively
- Have the ability and temperament to work under pressure in an often hectic environment
- Demonstrate complete confidentiality and loyalty to the school, its Governors, staff and pupils
- Have a confident, warm and welcoming manner in both person and on the telephone
- Have a smart professional appearance (male staff are expected to wear jackets and ties and female staff appropriately for this)
- Have a co-operative, reliable, customer responsive approach with a “can do” attitude and flexible.

Desirable Characteristics:

- Have knowledge of the independent education sector
- Be first aid trained or willing to become so
- Possession of a vehicle and current driving licence

I confirm that I have been given a copy of this Job Description and have read and understood it.

Signed by: _____ Date: _____