

 LUCTON SCHOOL

 **Job Description and Person Specification**

**Office Administrator**

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| **Job Description****Lucton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |
| **Post title:****Working Hours:****Remuneration:****Responsible to:****Start Date:** | **Office** Administrator**Monday to Friday, 8:30 am – 5:00pm, All Year Round** **Up to 26k per annum (based on experience)****Headteacher****Immediate Start Available** |
| **Main Purpose of the Role** | * To be responsible for confidential secretarial, administration and clerical duties relating to all aspects of the school, including management of Headteachers diary, correspondence, record keeping, minute taking and organising meetings plus school events
* Ensuring that the Headteacher is fully supported in all aspects of their work including confidential matters.
* To be responsible for the reception duties and administration
* To be responsible for all confidential secretarial, administration and clerical duties required by Head teacher, school staff including SLT
* To ensure that staff, parents, pupils, visitors and third parties receive a personalised and professional service
* Work as part of the Administration Team and assisting with the school’s finance processes,
* Send out termly bills and associated record keeping
* Maintaining the CRM system, ensuring all information is up to date.
* Generating invoices for parents.
* Adding invoices to Xero.
* Dealing with queries regarding invoices with suppliers.
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| **Main Responsibilities and Specific Subject Leader Tasks**:  | **Operational & Administrative*** Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.
* Provide efficient administration and secretarial assistance to the Headteacher.
* Manage the Headteacher’s diary and time including booking appointments, acting as the ‘gatekeeper’, receiving visitors, providing preparatory support for meetings and events when necessary.
* Open, sort and distribute Headteacher’s mail including electronic mail, advising on any urgent matters.
* Organise meetings, conferences and events (internal and external) on behalf of the Headteacher, including refreshments and taking minutes as required.
* Maintain accurate records of senior leadership team (SLT) and staff meetings, distributing agendas, minutes and other relevant documentation as required.
* Liaise as required with governors, staff (teaching and support), students and parents/carers on behalf of the Headteacher.
* Liaise with professional bodies, outside agencies, other schools and organisations etc., and attend to queries as required by the Headteacher.
* Assist in investigations and casework, for example disciplinary, as required by the Headteacher.
* On behalf of the Headteacher, liaise with outside agencies on ad hoc projects.
* Act as the point of contact in relation to any complaints received, referring matters to appropriate members of staff when required.
* Assist in the setting up and maintaining of archive files and historical data.
* Contribute to the evaluation and development of administrative systems and procedures.
* Report technical faults relating to the school system(s) and equipment to the IT Helpdesk to ensure that they are efficiently resolved.
* Ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
* Undertake responsibility for all necessary administration relating to areas within her/his remit.
* Ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required.
* Process, input, extract and analyse information from the school’s system(s).
* Ensure compliance with data protection regulations.
* Deal with correspondence promptly and as required.
* Collating and issuing the termly invoicing for fees
* Petty Cash/Parent Money control and reconciliation
* To reconcile the school account daily using Xero accounting software.

**HR** * Oversee arrangements for the induction of all new staff as required in liaison with the SLT.
* Maintain both physical and electronic staff records.
* Take the lead in overseeing compliance of staff files in relation to the Single Central Record and ISI requirements
* Co-ordinate the collection of documentation relating to DBS checks.

**General** * Attend school events as required (Open Mornings etc.)
* Participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
* Attend training sessions and meetings as required.
* Support the Headteacher in advising the governing board and its committees as appropriate.
* Seek, consider, and act upon professional support and advice as required.

**This list is not intended to be exhaustive** |
| **Person Specification** **Lucton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |
|  | **Essential** | **Desirable** | **Method of**  **assessment** |
|  **Qualifications:**  | GCSEs A\* - C in Maths and English  | A qualification in Business Administration, such as NVQ or relevant equivalent experience.  | Application FormProduction of the Applicant’s certificatesInterview |
|  **Experience:**  | Previous experience in an administrative role covering complex administrative work. Able to work with minimum supervision. Able to communicate clearly and effectively both orally and in writing with all key stakeholders e.g. parents, colleagues, children. Ability to plan and organise workload efficiently and effectively. Experience of working collaboratively and able to work flexibly to support the department.Previous experience working in an admissions or similar administrative role. Excellent customer relations skills with high level of attention to detail | Experience with a CRMExperience of school admissions processesExcellent working knowledge of Microsoft Office e.g. Word, Excel and Outlook including the ability to mail merge using Word and Excel.  | Application FormProduction of the Applicant’s certificatesInterviewProfessional references |
|  **Skills:**  | Well-developed written communication skills (the ability to write copy and draft letters) with high standards of literacy and numeracy together with excellent spelling, punctuation and grammar and letter writing skillsStrong MS Office Skills High level of personal and professional commitment.An ability to strike a good Rapport with students, staff and parents.An ability to communicate effectively both verbally and in writing.Good literacy and numeracy skills. | Excellent organisation skills, time management and ability to multi task. Attention to detail, especially in relation to data management and written correspondence. A working knowledge of using databases such as SIMs would be desirable.    | Application FormProduction of the Applicant’s certificatesInterviewProfessional references |
| **Personal Competencies and Qualities:** | Meticulous and methodical approach. A friendly and confident personality with a commitment to providing high quality customer service. Well presented with excellent verbal communication skills. Able to understand the need for discretion, sensitivity and confidentiality. Able to work well under pressure. Ability to work occasional weekends or out of hours for events such as open days. Willingness to learn new skills and acquire new areas of knowledge, committing to personal continuous development. Dedicated to ensuring the safeguarding of children and young people.Possess a positive attitude and approach to change and development. Have a strong sense of self-awareness and be willing to learn.  | A strong commitment to continued personal development. | Application FormInterviewProfessional references. |