



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

Job Title: Office Administrator

Accountable to: Headteacher

Grade: Scale 3, Point 5-6

Pay: [£9.74 - £9.94 per hour, depending on experience]

Hours: 6 hours [8.30am-12.30pm & 1pm-3pm Friday, term time only]

Main Purpose: To support the school in attaining its aims and objectives by providing a warm and welcoming face to visitors and parents/carers and will deliver effective administrative duties within the establishment.

The postholder is responsible for:

- providing timely and effective operation of secretarial and administrative support service to the Headteacher and teaching staff in accordance with good secretarial practice;
- ensuring the effective reception of all email and telephone enquiries to the school and in accordance with standards and procedures required;
- providing a suitable welcome to all visitors and supplying them with visitor badges and any information necessary about the school;
- collecting money, providing receipts and overseeing the arrangements of the banking;
- ensuring that all money kept in school premises is always kept secure ;
- liaising with kitchen staff as appropriate over school lunches for children and staff;
- liaising with Midday Supervisors and arranging cover for absence when possible;
- checking after lunch any discrepancy in numbers reported by kitchen and take necessary action;
- maintaining and operating school attendance records for pupils, using SIMS;
- operating first day response for children who are not in school;
- reporting any attendance issues to the Headteacher and writing to parents who fail to provide a reason for their child's absence;
- liaising with the Education Welfare Officer [EWO];
- acting as personal assistant to the Headteacher;
- generating correspondence and reports of a routine nature;
- operating reprographic equipment and be responsible for ensuring all staff are aware of appropriate ways to operate reprographic equipment;
- sorting and distributing post, operating the outgoing postal system;
- ensuring the office filing system is maintained to a high standard and accessible to relevant staff;
- liaising with the caretaker, reporting maintenance requirements and monitoring contractor's visits in absence of caretaker;
- managing arrangements for school functions, meetings and medicals;
- liaising with School Health to arrange medical appointments in school, as and when requested by School Health.
- sending information to parents regarding medicals;
- administering medicine daily where authorised by the parent in line with school policy;
- maintaining the supply and sale of school uniform;
- sending for records of new children from their previous school;
- administering the student/pupil transfer system [Common Transfer Form];
- supporting the enrolment process for new students as directed, advise the new intake on administration requirements and support the transfer of KS1 children to KS2;
- overseeing the production of the school prospectus;
- managing the school diary;
- taking minutes of meetings as required;
- handling telephone enquiries on behalf of the headteacher;
- maintaining information systems on behalf of the headteacher;
- organising and ensuring all staff complete registers correctly and have a working knowledge of office procedures;

- maintaining daily record of children’s movements in and out of school after registration;
- ensuring reception facilities are secure, attractive and welcoming;
- understanding and complying with data protection requirements and guidelines on confidentiality, child protection, health and safety and security, reporting any concerns to the HT;
- organising school photographer’s visits, including arranging for purchase of photographs and liaising with the nursery and junior school;
- any other duty relevant to the post

This job description will be reviewed annually and may be amended according to changing requirements.

Variation Clause:

This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Head teacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the school’s management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.

Signed: _____

Date: _____