WEBHEATH ACADEMY PRIMARY SCHOOL

Job Description – Office Administrator

Office Administrator

Main Purpose of the Role

An opportunity has arisen to join our team as an Office Administrator to provide efficient, effective and professional administrative support to ensure the smooth day-to-day running of the school. The postholder will act as a key point of contact for pupils, parents, staff, governors and external agencies, supporting the school's operational, organisational and administrative functions.

In return we have an amazing and supportive staff team, a welcoming community and well-behaved children. Shires Trust is committed to ensuring our family of schools is a great place to work. Training is available to support aspects of the role.

Key Responsibilities and Duties

Organisation

- Act as the first point of contact for visitors, parents, staff and external agencies, ensuring a welcoming and professional reception service.
- Manage the school's main communication channels, including telephone, email and postal correspondence.
- Maintain accurate pupil, staff and school records in accordance with data protection requirements.
- Assist with the preparation and distribution of school communications, newsletters and notices.
- Support attendance monitoring processes.

Administration

- Maintain and update pupil records using the school's Management Information System (MIS).
- Produce correspondence, forms, letters and other documentation as required.

- Maintain confidential pupil files in accordance with statutory requirements.
- Support the administration of school trips, clubs and extracurricular activities.
- Assist with the collection, recording and reporting of attendance data.
- Ensure compliance with school policies, procedures and statutory requirements relating to record keeping and confidentiality.
- Photocopying, scanning and laminating.
- Receive, sort and distribute incoming deliveries, children's belongings and lost property, ensuring prompt and accurate handling.

General Responsibilities

- Work in compliance with the Trust's Code of Conduct and policies of the Trust, having regard to safeguarding, equal opportunities, and inclusion at all times.
- Support continuous improvement in both personal performance and the work of the team.

- Adhere to safe working practises in premises / work areas for which you are responsible.
- Ensure that quality of work is of a high standard and complies with current legislation / standards.
- Provide a professional and positive role model in terms of personal presentation, timekeeping and behaviour.
- Take responsibility for personal professional development, participating in appraisal processes and working towards targets as agreed with the line manager and Headteacher.

The details provided in this job description are to give an indication of the nature of the role, additional duties may also be requested of the successful applicant.