



The Warriner Multi Academy Trust

Office Administrator Graven Hill Primary and Preschool

Job Information	
Reporting to	Headteacher
Grade	Grade 6 (Point 8-13)
Salary	£25,992-£28,163 Pro Rata - Actual Salary £8,810
Hours /Weeks	15 hours per week over 5 days 12pm-3pm Monday to Friday Term Time Only

General information:

This job description should be read in conjunction with the current Green Book Pay and Conditions and the provisions of that document will apply to the post holder.

In line with our Health & Safety audit this job now has a requirement for your Car Insurance to include Business class.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher who will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Main duties and responsibilities

To undertake reception duties and provide administrative services for the whole school, taking specific responsibility for administration of school meals, attendance, club registers and payments, administration of trips and visits and administration of pupil medical records. To be the first point of contact within the school for members of the public, parents, staff and pupils



Objectives

Working with the Office Manager, ensure the smooth running of the school and provide efficient, open communication channels between public, staff, parents and pupils.

Key Tasks and Standards of Performance

To ensure the smooth running of reception by identifying, prioritising, using initiative and organisational skills to carry out all relevant duties.

- To ensure the smooth running of the office by working under the instruction of the Headteacher and Officer Manager, where appropriate.
- To maintain data and collate records relating to pupils and pupil absence, including school meals.
- To manage and keep up to date pupil medical records.
- To provide administrative support to the Headteacher, Office Manager and Teaching team
- To ensure written communications are fully informative, concise, accurate and in an appropriate style.
- To ensure verbal communications are fully informative, concise, accurate and in a courteous, discreet and reliable style.
- To record and action payments/bookings for Breakfast Club, After School Club or any other extra-curricular club, visit or trip.

General Responsibilities

Take appropriate responsibility for one's own health, safety and welfare and the health safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns related to child protection with the Headteacher, Office Manager or Chair of Governors.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

Support the aims and ethos of the school and all school policies, seeking at all times to put into practice the school's vision statement. Uphold the school's Behaviour Policy.



As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).