

# School Office Administrator

## JOB DESCRIPTION AND PERSON SPECIFICATION

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### Location

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To work at Aslacton Primary School, Norwich

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### Salary

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Scale D, point 6  
28 hours per week  
39 weeks per year (Term time plus one week)

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### Hours of Work

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8.30am – 3.30pm - Monday to Thursday  
8.30am – 12.30pm - Friday

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### Core Purpose

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To provide a high standard of secretarial, ICT and administrative services to the school, its teachers and students and, by working flexibly, ensure that duties are carried out efficiently and effectively.

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### Reporting Lines

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Report to the Headteacher

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### Key Responsibilities

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- To undertake word processing duties, both of a general nature as may be required to meet the needs of the school, and in respect of general support to teachers.
- Where appropriate, to undertake secretarial duties of a confidential nature for named teaching staff, including maintaining diaries.
- To assist in undertaking the secretarial duties for Governors' Committee and management meetings.
- To assist with the courteous reception of visitors and the receipt of calls to staff in the school:
  - a) Assist with arrangements for school trips;
  - b) General office activities such as e-mailing, photocopying and filing;

- c) Assist with the maintenance and administration of pupil records;
- d) Assist with the management of stock, supplies and other school resources;
- e) If required, collect, receive, record and bank money.

- To undertake general administrative and clerical duties which could include:-
  - a) Personnel/staffing administrative matters of a routine nature, for example, maintaining confidential staff records, including SCR, completing appointment details, and supporting recruitment/interview arrangements;
  - b) Completion of staffing and other returns;
  - c) Processing routine orders, invoices, and other processing data;
  - d) Maintaining pupil records/registers/data;
- To maintain and develop database records for the school. To input pupil assessment data into a suitable computerised system and to produce reports.
- To provide a desktop publishing service to produce high quality promotional documents and curriculum support materials.
- Where appropriate, to provide instruction on a day-to-day basis to help teaching and non-teaching staff develop basic skills in desktop publishing and database operation.

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### Other Opportunities

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- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.

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### Variations

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- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.

- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.

- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>5 GCSEs A*-C including English and Maths or equivalent.</li> <li>First Aid Certificate or willingness to undertake training.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Good experience in general administrative work.</li> <li>Good experience of maintaining computerised records and systems.</li> </ul>	
<b>Knowledge and Technical Skills</b>	<ul style="list-style-type: none"> <li>Able to contribute effectively to deliver services in a manner that complies with regulatory requirements.</li> <li>Good knowledge of relevant policies/standards/regulatory matters.</li> <li>Effective use of ICT including experience of Microsoft Office.</li> <li>Able to relate to and assist school staff at all levels.</li> <li>Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Child Protection and Health &amp; Safety legislations and procedures</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Good interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently.</li> <li>Ability to relate well to students and staff .</li> <li>Ability to prioritise effectively.</li> <li>High professional and personal standards in both work and conduct.</li> <li>Strong personal drive and willingness to get things done.</li> <li>Good time management.</li> <li>Openness to learning and change.</li> <li>Effective written and oral communication skills</li> <li>Supportive, patient and non-judgemental</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity</li> </ul>	
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>A thorough understanding of up-to-date safeguarding requirements and best practice</li> </ul>	
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>An understanding of data protection</li> <li>Ability to work flexibly and outside of normal working hours if required</li> <li>Full UK driving licence</li> </ul>	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.