



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Office Administrator

School: The Oak Tree Federation - Laughton CP and Firle CEP Schools

Grade: Single Status 7

Responsible to: Headteacher

Purpose of the Role:

To oversee and manage the delivery of administrative support for the school, so that colleagues are assisted to deliver excellent services to the pupils and their parents/carers. To ensure the support is effective, contributes to meeting local priorities and applies policies and standards.

Key tasks:

1. Administer all correspondence, paperwork and other clerical duties required in respect of the school's relationship with the local education authority. This includes the completion of absence notifications and details of supply cover.
2. Sort incoming mail and despatch outgoing mail.
3. Deal with enquiries, answering telephone and relaying messages to staff and pupils, to screen headteacher from routine enquiries, to arrange appointments.
4. Deal with visitors, providing hospitality where necessary and referring on to appropriate members of staff when needed. Providing a sympathetic and patient ear to parents contacting the school, providing general information as requested.
5. Photocopy and reproduce documents as and when required, and act as a key operator for photocopier.
6. Liaise with Area Health Authority regarding medical and dental inspections, organising pupils' attendance within school.
7. Maintain procedures for admission and withdrawal of pupils from the school and completion of termly administration sheets.
8. Organise and maintain free school meal records, liaising with parents, kitchen and County Hall.

9. Maintain office supplies and purchase office stock as required to ensure the effective operation of administrative services and to meet team needs.
10. Attend and contribute to meetings and action outcomes of those meetings and minute meetings as required.
11. Oversee administrative work flows, working with key stakeholders, partners and providers in order to feed into the improvement of systems and services.
12. Attend staff meetings, supervision and training as required, including participation in the annual performance appraisal review scheme.
13. Work with the Caretaker, maintain property and facilities and their security.
14. Word-process and produce all school documentation required by the Head and, where appropriate, other members of the teaching staff.
15. Ensure that all school pupil and staff records are maintained in an orderly manner, reviewing arrangements as appropriate, and being responsible for confidentiality and security. Maintain other index and filing systems as required.
16. Ensure class registers are completed daily, kept up to date and returned to the office.
17. Organise and book school visits and transport as required.
18. Maintain School Log Book.
19. Organise and co-ordinate the letting of the school premises, in liaison with the headteacher, caretaker and hirer.
20. Complete and dispatch all required forms including details of supply cover, county returns etc. To check and supervise the preparation, distribution and filing of all annual review documentation.
21. Secure supply cover for teacher and assistant absences and record notification of absences.
22. Deal with the placement of all staff advertisements, arranging informal visits, application forms and job descriptions for prospective applicants.
23. Liaise with County Hall on school transport and personnel related matters.

PERSON SPECIFICATION

Essential education and qualifications

- [NVQ Level 4](#) in Business Administration or equivalent relevant experience

Essential key skills, abilities, knowledge, experience, values and behaviours

- Word processing skills
- Ability to effectively organise own and team workload and meet deadlines
- Ability to communicate effectively with parents/carers, external clients and colleagues
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to deal with challenging and distressed people on the telephone
- Ability to exercise discretion in dealing with sensitive information to maintain strict confidentiality where appropriate
- Numerical and analytical skills
- Ability to design, develop and implement effective administrative systems to meet changing needs of the service
- Ability to deal with challenging and distressed people face to face
- Working knowledge of Microsoft Word, Excel, Power Point, Outlook and Internet Explorer
- Knowledge of the services provided by the school
- Experience in use of office administration procedures
- Interpersonal skills
- Ability to work in a team
- Ability to work on own initiative
- Ability to work calmly and effectively under pressure

Desirable key skills, abilities, knowledge, experience, values and behaviours

- Knowledge of specialist services provided by the school
- Working with and contributing to the development of computer systems in administration, including financial and statistical databases and spreadsheets, data inputting and extracting reports

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| Function | Applicable to role |
|---|--------------------|
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |