



Overstone Combined School

Office Administrator Job Description

Job Title: Office Administrator

Location: Overstone Combined School

Grade: Bucks Pay Range 2-3

36.25 hours per week, term-time only plus inset days (8.15 – 4.00)

Responsible to: School Business Manager

MAIN DUTIES & RESPONSIBILITIES

- To provide a warm welcome to all parents, visitors and colleagues, ensuring a high regard for safeguarding.
- To take main responsibility for answering the telephone and emails, ensuring all information is treated confidentially and have absolute discretion at all times.
- Maintain manual and computerised records, including management of SIMs and school census data (pupil). Collecting, maintaining and collating pupil records and running links with Target Tracker.
- Together with the school business manager, manage nursery admissions, liaising with parents, raising invoices and making submissions to the local authority, when required. This will include the maintenance of ParentPay
- Undertake stationery ordering and manage stock levels
- Maintain attendance registers.
- Undertake submissions to Local Authority and other schools when required.
- Manage admissions, liaising with prospective parents and teachers and maintaining pupil database.
- Collect pupil data and prepare pupil reports.
- Assist with updating the school website.
- Maintain the Parentmail database and be responsible for communication, e.g. newsletters.
- To assist with parents evening arrangements, as required.
- To assist with school trips, as required.
- To assist with music lesson administration.
- Assist with pupil first aid and welfare matters, including contacting parents and staff. Organising school medical and dental checks with school nursing service.

- To provide clerical support, to include photocopying, filing, email answering routine correspondence and record keeping.
- Liaise with hot meals, milk and fruit providers and associated companies.
- To assist with administration of school clubs.
- Support staff with administrative tasks in the planning of school events, e.g. photographs.
- Monitoring school supplies including uniform.
- General administrative duties including distributing post and be responsible for outgoing post.
- Perform other duties as required by Headteacher.