**Beaudesert Lower School**

**Job Description**

**Job Title Office Administrator**

**Responsible to Headteacher, Office Manager**

**Job Purpose To provide clerical support within the school office**

**Grade: Level 2A (3-4)**

**Salary: £18,065 - £18426 p.a FTE**

 **£10,580.67 - £10,792.20 Actual Pro rata salary**

**Hours: 25 hours per week, term-time only (+5 inset days)**

**Contract: Permanent**

**Main duties and responsibilities**

1. To undertake reception duties and deal with general enquiries form visitors, parents etc
2. To provide clerical support to Headteacher and teaching staff including routine typing/word processing, filing and photocopying.
3. To operate the school telephone, email systems and test messaging system and forward messages as appropriate.
4. To undertake administrative duties in respect of pupil attendance, including following up of individual absences, in accordance with school absence policy.
5. To maintain pupil records including changes of address, emergency contact numbers, etc
6. To act as the initial collection point for monies received from pupils for school trips, clubs, charities etc. To count, list and bag money and transfer to the finance manager in accordance with school procedures. To chase up late payments with parents where necessary.
7. To organise school clubs and arrange administrative functions in respect of clubs.
8. To care for sick pupils, arranging for first aid as necessary and contacting parents where required.
9. To administer medicines (following appropriate training) in the absence of office manager.
10. To act as first point of contact with parents on a range of matters (eg to arrange appointments) as required by the headteacher and teaching staff.
11. To maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
12. To undertake any other duties of a similar level and responsibility as may be required.