



## **JOB DESCRIPTION**

**Job Title: Administrator – Level 2**

**Department: Oakhill Primary School**

**Division: Schools**

**Grade: Scale 4      Sc4 FTE £19,524**  
**Pro rata salary for 25 hours per week, TTO £11,857**

**Hours: Monday – Friday 5 hours per day (a/m or p/m), Term Time only**

**Responsible to: Head of School/ Office Manager**

**Responsible for: None**

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### **Job Purpose**

- Under the instruction/guidance of senior staff: provide general administrative/financial support to the school.

### **Key External Contacts**

- Parents/Carers

### **Key Internal Contacts**

- Pupils
- Staff

### **Major Tasks, Duties and Responsibilities**

#### **1      *Organisation***

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.

- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc.

## **2 Administration**

- Provide general clerical/admin. Support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required e.g. pupils' data.
- Undertake typing and word-processing and other IT based tasks.
- Take notes at meetings.
- Sort and distribute mail.
- Undertake administrative procedures.
- Maintain and collate pupil reports.
- Undertake routine administration of school lettings and other uses of school premises.

## **3 Resources**

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).
- Maintain stock and supplies, cataloguing and distributing as required.
- Operate uniform/snack/other 'shops' within the school.
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration e.g. processing orders.

## **4 Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

### **Other requirements:**

- To have an up-to-date Enhanced DBS Disclosure.