



Christ Be Our Light

St Alban's Catholic Primary School

Office Administrator June 2023

Job Description

Post	Office Administrator
Pay scale	Scale 3 (SCP 14-17) Pro-rata
Hours	Office Support 30hrs per week 8.30 – 15.30 Term time only
Responsible to	Headteacher

Purpose of the post

To ensure a full and professional reception/administration service is provided on behalf of the school.

Key Role and Responsibilities for Reception/Office Support:

- Management/organisation of reception - security of visitors, ensuring that the visitor's book is maintained
- Ensuring safeguarding procedures/protocol is adhered to
- To be responsible for managing attendance and reporting to the headteacher and the Local Authority
- Implementing any Local Authority practice and news
- Assisting the headteacher with the various correspondence
- Assist in the provision of efficient administrative service to the school community
- Provide first aid assistance to the school (training will be provided)
- Generate correspondence and newsletters of a routine nature
- Communicate effectively with adults and professional colleagues
- Support the Finance Manager with procurement
- To coordinate the planning and booking of school events
- Updating the school website
- Provide first aid assistance to the school
- Assisting with lunchtime supervision and set when required

To undertake any other relevant duties that are relevant to the post.

This job description will be reviewed annually and may be amended according to changing requirements.

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher in consultation with the post holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the School's other sections or departments.