

## JOB DESCRIPTION

Job Title:	Office Administrator
Responsible to:	Headteacher
Grade:	Grade 4 NJC points 7 to 8 pro-rata

### Purpose of Job

To provide efficient administrative and reception support, ensuring the smooth day-to-day running of the school office and a welcoming first point of contact for pupils, parents, staff, and visitors.

### **Main Responsibilities and Tasks**

#### Reception and Communication

1. Greet visitors, parents and pupils warmly and professionally
2. Handle incoming phone calls, emails and post, relaying messages promptly
3. Maintaining confidentiality and compliance with safeguarding requirements

#### Administrative Support

4. Maintain accurate pupil records, registers and databases (such as meals taken, attendance, contact details and medical information)
5. Prepare letters and routine correspondences
6. Assist with organising School events, trips and meetings

#### Finance and Supplies

7. Record small cash payments (such as, school meals and trips) and maintain petty cash
8. Order and monitor office and classroom supplies, within agreed budgets
9. Authorise bank payments and liaise with Keswick School MAT regarding invoices

#### Compliance and Safeguarding

10. Ensure visitor sign-in/out procedures and DBS checks are followed
11. Keep sensitive information secure and follow GDPR policies



### Support for the School

12. 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
13. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
14. Contribute to the overall ethos/work/aims of the school
15. Appreciate and support the role of other professionals
16. Attend and participate in relevant meetings as required
17. Participate in training and other learning activities and performance development as required
18. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
19. Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

*This Job Description is not exhaustive and other duties and responsibilities of a similar level and nature may be required from time to time.*

### **Health & Safety:**

The health & Safety at Work Act 1974 and amendments state it is responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

### **Confidentiality:**

Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their Line Manager.

This Job Description may be subject to change according to service needs, changes will be made in consultation with post holder.

**This post requires an enhanced DBS check.**



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## PERSON SPECIFICATION

**POST TITLE:** Office Administrator

Attribute/Criteria	Essential	Desirable
Education/Qualifications/Training	<i>This will include</i> <ul style="list-style-type: none"> <li>GCSE Maths and English at C/4 or above or equivalent</li> </ul>	<i>This may include</i>
Knowledge & Experience	<i>This will include</i>	<i>This may include</i> <ul style="list-style-type: none"> <li>Previous experience in a school or educational environment</li> <li>Familiarity with school management information systems (such as SIMS, Arbor)</li> </ul>
Skills & Abilities	<i>This will include</i> <ul style="list-style-type: none"> <li>Strong organisational and time-management skills</li> <li>Excellent verbal and written communication</li> <li>Proficiency with Microsoft Office/Google Workspace and basis database systems</li> <li>Ability to work independently and maintain confidentiality</li> </ul>	<i>This may include</i>
Personal Qualities	<i>This will include</i> <ul style="list-style-type: none"> <li>Ability to build and form good relationships with students, staff and others</li> <li>Ability to remain calm in all situations</li> <li>Be approachable as an individual</li> </ul>	<i>This may include</i>



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