**Job Description**

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| **Job Title:** | **Office Administrator** |
| **Department:** | **Administration** |
| **Location:** | **Chatham Site** |
| **Grade:** | **Band 5 Points 14 – 17** |
| **Responsible to:** | **Cover Manager & HR Manager** |
| **Responsible for:** | **Midday Supervisors at Lower Site** |

**Overview of Job:**

To provide administrative and organisational services to the school under the management and guidance of the Cover Manager and HR Manager.

**Purpose of the Job:**

Provide administrative and organizational services to the school. Liaise with students, parents/carers, other staff and external agencies.

Provide administrative support to staff and students at the lower school site.

Line manage two midday supervisors at the lower school site;

Assist interim Heads of Year (years 7 to 9) with any pastoral care administrative support required on a daily basis;

Assist the HR Manager with any HR administrative tasks

**Specific Responsibilities and Key Tasks:**

Analyse and evaluate data and information and run reports.

Undertake word-processing and IT based tasks.

Process forms, returns, etc.

Receive post and deliveries and sort as necessary, and sort post to be sent out each evening via the franking machine.

Keep the school’s computer system (SIMS) student records up to date.

Act as receptionist and cover reception when Receptionist is on a break and assist staff and students with their requests for support.

Undertake the management of Period 6 for lower site students (KS3) ensuring staff, students and parents are informed daily of the need to attend P6. Complete all necessary paperwork and updating of computer records relating to P6.

**Other Duties:**

Provide general administrative support, including typing, filing, checking stationery stocks.

Assist with whole school mailshots.

Assist Attendance Officer, and send out texts to parents via “School Comms”.

Assist the HR Manager with any HR administration each month

Cover Reception when required, and respond to reception and visitor enquiries.

Cover for the First Aid Co-ordinator when required.

**Organisational Chart:**

The Office Administrator is responsible to the Cover Manager (for office tasks) and HR Manager (to assist HR tasks).

This post is Term time only plus five days during the summer.

Hours of work:

08:00 to 12:00

12:45 to 16:00

*To perform suchduties as the Headteacher may reasonably require or that professionalism dictates.*