

# ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL



## HEAD TEACHER

Mrs. Catherine Bryan

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## OFFICE ADMINISTRATOR – JOB DESCRIPTION

### GENERAL DUTIES:

1. To be an efficient and approachable Office Administrator.
2. To provide some financial and full administrative and clerical support services to St. Joseph's School.
2. To promote the ethos of St. Joseph's School.

### SPECIFIC RESPONSIBILITIES:

#### ADMINISTRATION:

- To maintain records on the school admissions data base, and to communicate with the LA appointed Admissions section on a regular basis.
- To maintain accurate pupil data including medical information, ethnicity, emergency numbers and contacts making use of SIMS software.
- To monitor pupil attendance levels adhering to the school Attendance Policy and liaising with the Headteacher.
- To assist with returns, for example admissions/leavers, Census, Diocesan Returns and LA SIMS data returns.
- To input data into relevant assessment software packages or websites and end of Key Stage assessment returns as required.
- To maintain appropriate staff records for sickness/absence returns and for sickness insurance claims.
- To provide general administrative support for the school.
- To provide administration for pupils' medical and dental checks and inspections, and SEN administration support.
- To ensure documents on the school website are up to date.

#### CLERICAL:

- To provide secretarial services for the Headteacher and the Leadership Team, including confidential typing.
- To maintain a range of standard letters on behalf of the Headteacher, and provide clerical support for the teaching staff.
- To provide clerical support such as filing, copying, telephone, reception, receiving visitors, liaising with parents, receiving and dispatching post and arranging transport as required.
- To assist with the smooth organisation of school trips; booking coaches, liaising with venues, typing trip letters for staff.

#### FINANCE:

- To manage invoices electronically.
- To update the school fund administrating all school cash, making use of school fund manager software as appropriate.
- To administer the finances for the milk scheme, and educational visits.

**GENERAL:**

- To attend appropriate courses to update skills and knowledge.
- To carry out First Aid duties.
- To carry out any other duties as are deemed within the remit of the post under the direction of the Headteacher and the Senior Leadership Team.

**SCALE 3 - JOB OUTLINE**

**EXAMPLE JOB TITLES:** Office Administrator

**RESPONSIBLE TO:** Business Manager/Headteacher/Senior Leadership Team

**JOB PURPOSE**

Under the guidance of senior staff, to provide a comprehensive secretarial/administrative/financial support service for the Headteacher and other members of staff.

**JOB RESPONSIBILITIES AND TASKS**

Specified tasks from the below list under Job Description.

**POSTS AT THIS LEVEL:**

- Consist of more involved tasks which require a good standard of practical knowledge and skills.
- Creativity is a feature of the job but exercised within the general framework of recognised procedures.
- Contact with other people relates to issues which are generally not contentious but where the outcome may not be straightforward. Advice or guidance provided to others within the school relates to issues that are less well established.
- Work within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.
- May have responsibility for the accurate handling and security of small sums of cash, cheques or financial resources.

**QUALIFICATIONS, KNOWLEDGE & SKILLS REQUIRED**

- NVQ 3 or equivalent qualification or experience in relevant discipline.
- Excellent numeracy/literacy skills.
- Effective use of ICT and other specialist equipment/resources.
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Very good IT skills to include a comprehensive knowledge of Microsoft Office.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.

**PRINCIPAL CONTACTS**

Pupils, parents, visitors, teachers, Headteacher, Governors, suppliers, contractors.