

**RIVERSTONE ACADEMY**

**SCHOOL ADMINISTRATOR  
JOB DESCRIPTION & PERSON  
SPECIFICATION**

## Office staff job description

Employment details	
Job title	Office staff
Reports to	<a href="#">Headteacher</a>
Hours of work	<a href="#">0.6</a>
Salary	NJC D 12 (£26421 reduced pro rata)

### General duties

- Act as front of house and communicate with pupils, staff, parents and visitors appropriately.
- Ensure security protocols are communicated and understood by all visitors at the school.
- Follow security and safeguarding procedures.
- Ensure the office area is tidy and welcoming.
- Assist with maintaining general order in the provision, e.g. clearing lost property.

### General administration

- Provide general admin support to ensure the setting delivers effective and efficient services.
- Provide admin support for extended services offered by the setting.
- Assist with lettings as directed, e.g. processing lettings forms.
- Ensure files are kept up-to-date, e.g. ensure the most recent copies of policies are available on the shared computer system.
- Complete any photocopying, as required.
- Assist in managing the calendar.
- Assist with the organisation of trips.
- Maintain an up-to-date and accurate inventory of stock, and place orders when required.
- Assist in the collection and recording of various data, e.g. attendance data.
- Assist in the completion of data collections and returns, e.g. the school census.
- Analyse and evaluate data and produce reports as required.
- Provide accurate minutes of staff meetings and distribute these as necessary, where required.
- Schedule appointments and meetings for staff members.
- Process and distribute incoming post and manage outgoing post.
- Ensure the confidentiality of information is maintained.

- Carry out other general admin duties as required, e.g. sending out letters.

### **Finance**

- Collect, count and record any money provided by parents to the setting, e.g. for lunches, trips and uniform.
- Ensure the security of cash stored in the office.
- Maintain a system for collecting, recording and providing invoices and receipts.
- Produce a variety of financial statements and reports, as required.

### **Communication**

- Answer and direct all incoming phone calls.
- Monitor the office email and handle queries.
- Act as a first point of contact for parents, e.g. when reporting absences or making complaints.
- Follow the setting's absence management procedures and report any concerns to the Head Teacher.
- Contact parents when appropriate, e.g. when their child needs to be collected due to illness.
- Contact home schools when appropriate
- Be aware of the setting's calendar of events so queries from parents and other members of the community can be answered.
- Maintain confidentiality when communicating with parents and visitors to the setting.
- Ensure good lines of communication between the office and the rest of the school.

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### **Additional duties**

- Understand and follow all relevant policies.
- Attend and participate in training and development courses as required.
- Be a role model for the standards of behaviour expected of pupils.
- Undertake reasonable additional duties as requested by the Head Teacher.
- Support students with SEMH
- Offer support in classrooms when necessary
- Assist with the admissions process

## Office staff person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> <li>GCSEs in English and maths at <u>grade C/4 or above</u></li> </ul>	<ul style="list-style-type: none"> <li>Safeguarding training</li> <li>Data protection training</li> <li>Additional qualifications and training</li> </ul>
Skills and experience	
Essential	Desirable
<p>Experience:</p> <ul style="list-style-type: none"> <li>Working in an administration role</li> <li>Handling cash</li> <li>Handling confidential information</li> </ul> <p>Skills:</p> <ul style="list-style-type: none"> <li>Comprehensive use of all <u>Microsoft Office</u> programmes</li> <li>Data analytics</li> </ul>	<p>Experience:</p> <ul style="list-style-type: none"> <li>Working in an education setting</li> <li>Handling complaints and concerns</li> <li>Dealing with suppliers</li> </ul> <p>Skills:</p> <ul style="list-style-type: none"> <li>Calendar management systems</li> </ul>
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> <li>Understanding of their statutory requirements relating to safeguarding, equality, health and safety, and data protection.</li> <li>Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community.</li> <li>Knowledge of how to use financial computer databases effectively and independently</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of education policies and procedures.</li> </ul>
Personal traits	
The successful candidate will have:	
<ul style="list-style-type: none"> <li>Excellent verbal and written communication skills.</li> <li>Excellent time management and organisation skills.</li> </ul>	

- The ability to work independently and as part of a team.
- The ability to maintain successful professional relationships.
- The ability to prioritise tasks and handle a demanding workload.
- Good problem-solving skills.

### **Additional requirements**

#### **The successful candidate will have**

- An up-to-date DBS certificate, with barred list information where required.
- The right to work in the UK.