



## Job Description – School Office Administrator

Responsible to: Headteacher and SLT Team

### Admissions and Pupil Data

- Responsible for all admissions to our school and nursery, liaising with SLT and Early years co-ordinator, adhering to the schools admission policy
- Responsible for all in year admissions as above
- Make appointments for school viewings and co-ordinate with SLT team
- Prepare and receive files for new/past pupils
- Ensure all paperwork/packs relating to admissions are sent to parents
- Ensure pupil databases is always up to date with pupil information and all relevant staff and are kept informed of any changes
- Liaise with relevant staff attendance administrator to ensure all systems are maintained accurately at all times
- Any other aspects of pupil data and admissions management deemed appropriate by SLT

### Office

- To maintain a professional and welcoming reception/office area for all parents, visitor, staff and pupils
- To issue visitor badges and undertake any identification checks as necessary
- Answer the phone in a timely polite manner
- Respond to emails, manage the whole school diary in conjunction with the Deputy Headteacher
- Ensure that statutory returns are completed on time
- Ensure all returns/census are correctly submitted
- Format and produce the weekly newsletter to send to parents and staff as directed by the Headteacher
- Regular maintenance and systematic organisation of office filing systems, retaining documents and correspondence and other records.
- Assisting with Pupil Welfare, including first-aid and notifying parents whose children have medical problems
- General office duties including; diary maintenance, safe and secure storage of supplies, word processing, letters and copying and distribution of material
- Co-ordinating any fund-raising events and volunteering jobs

- Co-ordinating large photocopying jobs sent to the office
- Ensure all school activities have been promoted and communicated to parents/stakeholders via letters/website/emails/text
- Ensuring website and noticeboards are updated weekly
- Overall co-ordination of the office and responsible for keeping Headteacher up to date daily and through weekly meetings.
- Any Other Duties as required by the Headteacher and Deputy

### **Safeguarding Recruitment Statement**

Lote Tree Primary is committed to safeguarding and promoting the welfare of children, and expect all staff and volunteers to share this commitment and undergo an enhanced DBS check and all other Safer Recruitment checks as applicable to this post.