



# Shorne CofE Primary School



## **Job Description**

<b>Job Title:</b>	Administrative Officer
<b>Salary:</b>	Kent Range 4/5
<b>Hours:</b>	31 hours per week (term time only plus five days, plus five staff development days)
<b>Responsible to:</b>	Head of School and Office Manager
<b>Job purpose:</b>	To provide specific clerical and administrative or financial functions for the school under the direction or instruction of Head of School and Office Manager, taking a proactive role in relation to its day to day functioning.

## **Key duties and responsibilities:**

1. Support the day to day clerical and administrative functions of the school including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment and the processing of incoming and outgoing mail.
2. Produce lists, information and data as requested by SLT or external agencies (e.g. standard/statutory returns).
3. Develop and maintain manual and computerised records and management information systems.
4. Act as the main point of contact for the school, investigating queries, assessing the nature of telephone calls, referring them to the appropriate person without referral to the line manager where possible, and receiving visitors in a courteous, prompt and efficient manner, to ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently.

## **Individuals in this role also undertake the following:**

1. Provide clerical support to Office Manager
2. First aider at work
3. Assist with arrangements for school visits and events.
4. Maintain stocks and supplies for administration purposes, as required.
5. Undertake general financial administration such as processing orders and reconciling payments.
6. Assist with the administration of school lettings and other uses of school.
7. Additional duties may be required from time to time in line with Contract and Job Description and will be aware of and adhere to the Health and Safety Policy within the school