



Great Barford Primary Academy

Job Title

**Office Administrator (Front office, communication and promotions)
Level 3A, point 5-7**

Duties and Responsibilities

1. To undertake reception duties, being first point of contact and deal with general enquiries from visitors, parents, making arrangements for hospitality as required.
2. To provide clerical support to the School. Open, sort and distribute post. Monitor the Admin email during working hours, checking, dealing with or forwarding emails.
3. To operate the school telephone system, forwarding calls as appropriate and taking messages as required.
4. To deal with class registers, following up absences as required by telephone or letter and liaising with the school kitchen of numbers for lunch.
5. Provide admin support for school trips ensure compliance. To undertake the duties of the educational visits coordinator. To act as initial collection point for monies received from pupils for school trips etc. To count, list, record and chase payments and bag monies and transfer to role 2.
6. To act as first point of contact with parents on a range of matters as required by the SLT
7. To maintain all pupil records including changes of address, emergency contact numbers etc and undertake year end procedures. Email data sheets annually and input any changes to administration system(sims)
8. To ensure good communication with all parents/carers and all staff, using Eschools.
9. To undertake the administration of the AR, purple mash, evidence me, caterlink, teacher made, learning ladders, eschools including setting up new pupils, staff and parents.

Great Barford Church of England Primary Academy
Silver Street, Great Barford Beds, MK44 3HZ Tel: 01234 870342 E-mail:admin@gbpa.org.uk

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10. Print out weekly lunch registers.
11. To print out half termly attendance reports for the SLT and for the EWO as required. To regularly inform the SLT of any poor attendance and lateness. To lead parent attendance meeting developing action plans liaise with teachers and outside agencies.
12. To maintain a file of all pupil's sick notes and medical information. Recording accidents internally and with the HSE. Carry out administration around pupil medication.
13. To complete the termly pupil school census.
14. To undertake administrative duties in respect of free school meals.
15. To maintain stocks of general resources, paper and card (not art room resources)
16. To create and maintain pupil's yellow files. Administrative duties and produce new starter packs for new starters in September and during the year.
17. To deal with clerical work in connection with new pupils and pupil transfers. To provide support for new parents evenings and induction sessions. Ensuring sims is up to date.
18. To maintain the pupil contact file with current information.
19. To maintain marketing documents including prospectus, booklets and leaflets for school events and welcome packs for all new parents and new class leaflets.
20. Produce and print leaflets and sundry advertising as required statutory and non-statutory provision.
21. To organise outside photographer for children and staff photos 2 session per year.
22. Website updating, uploads contents for SLT, maintains website calendar. Current photos.

GENERAL

1. To support the aims and values of the CfE school.
2. To ensure effective communication between roles 1,2 and 3
3. To have a clear understanding of roles 1,2 and 3.
4. To support the aims and values of the school.
5. To be aware of and follow school procedures and policies.

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6. To promote equal opportunities at all times.
7. To have an annual performance management consultation
8. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
9. To adhere to the “Safer Working Practice for the Protection of Children and Staff in Education Settings” document.
10. To undertake any other duties of a similar level and responsibility as may be required by any member of the SLT.

Signed: **Date:**

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