

St Aidan's Church of England High School
Office Administrator Job Description

Responsible for:

General Office and Reception Support:

Maintain paper and electronic registers, medical and attendance records, producing reports as needed. Create Certificates as requested by staff. Input new Year 7 intake registration information. Cover Reception duties as needed; ensuring visitors are signed in/out and have correct lanyards. Communicate with Staff via Radio as required, and manage confiscated mobile phone process. Prepare Trip Lists and input student indicators on Management information Systems. Complete ad-hoc administrative tasks as directed by the Office Manager

School Transport:

Liaise with bus service providers, staff, parents, Trust Primary Schools and other interested parties with regards to bus transport services. Ensure School minibus MOT and regular checks are carried out. Arrange Minibus Training (MIDAS) and also arrange Taxi transportation and validation of invoices as required.

Photographs:

Assist with Year 7 and 11 photographs and capture in year transfer students. Create contact sheets for designer in preparation for Yearbook. Ensure Results Day/other celebratory photographs are prepared for publication.

Risk Assessment and Fire Protocols:

Liaise with Nurse to maintain accurate Personal Emergency Evacuation and Movement Plans (PEEMPS) in case of fire evacuation. Ensure Risk Assessments are up to date for each department and on the system, initiating reminders to staff at review dates.

Marketing and Brochures:

Collate information and photographs to include in brochures, newsletters and prospectuses, ensuring suitability and consent for inclusion. Liaise with Designer and Work to Deadlines. Proof-read content and obtain Senior Staff approval prior to release.

Person Specification

Experience and skills

- Previous office administration experience
- Knowledge of Microsoft Office including Word and Excel
- An ability to accurately proof read
- Excellent communication skills: ability to communicate with different groups of people including students, parents, staff and outside agencies
- Excellent customer service skills and the ability to understand the needs of students, staff, parents and carers
- Excellent organisational and time management skills and the ability to prioritise work
- Ability to work on own initiative as well as part of a wider team
- Working knowledge of SIMS and Bromcom or similar school Management Information System would be desirable

Personal

- Self-motivated and proactive
- Adaptable, willing and flexible
- Conscientious and dependable
- Calm, organised and methodical
- Enthusiastic, ambitious and hard working