



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Sandown Primary School
JOB TITLE:	Office Receptionist / Administrator
GRADE:	Single Status 5
RESPONSIBLE TO:	School Business Manager / Headteacher
MAIN PURPOSE OF THE JOB:	To act as the first point of contact with parents, agencies and all visitors to the school and provide general admin support to the School Office.

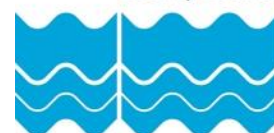
KEY TASKS

1. To receive visitors in school and ensure they sign in and out in accordance with our school policies and procedures
2. To administer correspondence, paperwork and other clerical duties required by senior leaders in respect of the school's relationship with the local education authority.
3. To ensure that pupil records are maintained in an orderly manner, reviewing arrangements as appropriate, and being responsible for confidentiality and security.
4. Liaise with staff, parents and external agencies as appropriate, sharing information as directed and ensure local procedures are adhered to.
5. Accurately input data into schools computer systems. Maintain all paper and electronic filing systems, including establishment of new files and process, retrieve and cleanse data as necessary.
6. To deal with enquiries, answering the telephone and relaying messages where necessary.
7. To draft and or proof read outgoing correspondence and school documents under direction of senior leaders.
8. To support senior leaders in the organisation and detailed planning of special events, such as new parents meetings.

9. To check, replenish and order stationery and first aid stock if required to do so
10. To sell uniform and associated items and monitor stock levels.
11. To organise, book school visits and transport, as required.
12. To administer and record pupil medication in accordance with school policy.
13. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



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Person Specification

Post Title: Office Administrator
Location: Sandown Primary School
Grade: SS5

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to work in an organised and methodical manner • Ability to develop efficient record keeping systems • Ability to produce accurate and up-to-date records and reports as required • Ability to communicate with a range of audiences including other employees within the school, governors, pupils and parents • Able to converse at ease with customer and provide advice in accurate spoken English • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date • Ability to show sensitivity and 		<ul style="list-style-type: none"> • Application /Interview

	objectivity in dealing with confidential issues		
Education & Qualifications	<ul style="list-style-type: none"> • Maths and English GCSE (pass) 		<ul style="list-style-type: none"> • Application /Interview
Knowledge	<ul style="list-style-type: none"> • A basic knowledge of the work of a school • Knowledge of, or willingness to learn a range of computer applications including Word and Excel. • Knowledge of school policies including Child Protection, Health & Safety and Equal Opportunities. 		<ul style="list-style-type: none"> • Application /Interview
Experience	<ul style="list-style-type: none"> • Experience of producing documents of a high standard • Experience of undertaking a range of clerical and administrative duties, including data input 	<ul style="list-style-type: none"> • Previous experience of working in a secretarial capacity • Previous experience of working in a school 	<ul style="list-style-type: none"> • Application /Interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to demonstrate commitment to Equal Opportunities • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge 		<ul style="list-style-type: none"> • Application /Interview
<p>Date (drawn up): July 2020 – Revised 2020 Reference of Officer(s) drawing up person specifications: JE12007</p>			



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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	<input type="checkbox"/>
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	<input type="checkbox"/>
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>