



Castle Hill
Community Primary School

Job Description

Job title: Office Administrator
Reports to: Business Manager
Post Number: NCS4
Grade: Kent Scheme A - £26168 FTE, £22911.60 pro rata
Hours: 37 hours per week, term time only, 39 weeks per year including 5 INSET days

Job Purpose

Provide an efficient and sensitive administrative service to support the Headteacher/staff.

Principal Accountabilities

- Undertake a diverse range of administration duties for the Headteacher/staff to ensure well-presented and accurate correspondence, reports and other documentation.
- Provide a first point of contact for pupils and parents at reception and via telephone. Deal with any problems that arise in the first instance or refer them on to ensure that problems are dealt with effectively.
- Maintain and update all pupil database files and staff files for absence, documents, correspondence etc, including forms for other agencies, to assist the Headteacher and teaching staff.
- Collate and monitor applications for admissions, including new intake of pupils; provide prospective parents with information on the school; enter new intake onto the pupil database, ensuring that the necessary procedures are complied with
- Complete relevant forms for pupils leaving the school; update the pupil database; and send pupils files, electronically and by mail, to

the relevant secondary schools to ensure that procedures are complied with

- Input class registers on pupil database to ensure accurate recording of children in school
- Complete 'first day' calling to parents/carers to determine reasons for absence
- Collate numbers of pupils requiring meals, process paperwork for free school meals and log on the pupil database to ensure that all pupils requiring school meals receive them. Ensure pupils' records are updated within SIMS and TUCASI to reflect children entitled to FSM
- Deal with any emergency issues in the absence of office colleagues to ensure the efficient running of the school office is maintained
- Maintain Asset Register to ensure compliance, including updating the register throughout the year when assets are purchased/written off
- Process orders, in conjunction with Finance Officer, to ensure supplies are received and delivered appropriately
- Update school's social media and website to ensure information is available to parents/carers/others

Necessary Experience

- High standard of general education
- Computer Literacy
- A mature and sensitive manner and excellent inter-personal skills are required
- Confidentiality, efficiency and working on own initiative is essential
- Flexibility

Scope for Impact

To ensure the provision of efficient and high-quality administrative support to all staff

Job Context

The post holder has day to day contact with the Headteacher, staff, pupils, parents and Governors, other Kent County Council Departments, the Department for Education and other agencies, other schools and Nurseries, the local community and representatives of a wide variety of goods and services.