HUNTER HALL

PREPARATORY & PRE-SCHOOL

JOB DESCRIPTION & PERSON SPECIFICATION

Job title: Office Administrator

Summary of role: To provide efficient administrative support to staff at Hunter Hall.

Hours: 17.5 hours per week during term time.

JOB DESCRIPTION:

Administrative

- Be the first point of contact for staff, parents and visitors to the school;
- Answer telephone calls and e-mails – disseminating information as necessary;
- Arrange refreshments as required for any visitors to the school;
- Help to organise major school events such as end of term concerts, Prize Giving, Harvest Festival etc. Tasks may include: booking venues, booking transport, arranging other associated services as required, producing specific event documentation and any other associated administrative tasks;
- Check registers daily, complete any associated returns and follow up any unconfirmed absences, and create daily fire register;
- Post and monitor online applications, corresponding with applicants prior and post interview;
- Type and produce documents as required by the Head;
- Act as PA for the HEad, entering appointments into their diary as appropriate;
- Facilitate the completion of termly reports;
- Provide administrative support to all staff;
- General administrative tasks, including filing, shredding, producing labels, archiving etc.
- Keep records of staff emergency contact details;
- Keep correspondence details lists for ex staff, ex governors etc.;
- Coordinate and arrange parent meeting timetable.

ICT

- Liaise with ICT support to provide support for staff;
- Update the school website;
- Keep the school's SharePoint structure up to date;
- Along with other staff within school, update content for the school's social media channels;
- Complete any required communications with current parents (email and text);
- Keep the current school roll up to date (e.g. updating records, photo's etc) and also complete an annual medical / contacts update;
- Keep the School Calendar up to date as required (can include daily, weekly, termly and annual tasks);

- Keep all electronic staff records up to date as required (can include daily, weekly, termly and annual tasks).

Consumables

- Ensure the photocopier and office printer are working and have the necessary consumables;
- Order educational resources and stationery for staff as required;
- Ensure the staffroom consumables are replenished as required;
- Open and distribute the post;
- Post letters and parcels and also maintain an adequate stock of stamps;
- Arrange any staff socials as required;
- Keep the School Office and Bursar's Office tidy and well organised.

HUNTER HALL
PREPARATORY & PRE-SCHOOL

PERSON SPECIFICATION

		Essential (E) or Desirable (D)
Qualifications	• 5 GCSE's (or equivalent) of C and above, including Maths and English; • First Aid at work qualification	E D
Experience	• Experience of working in an office environment with complex and diverse range of tasks to be completed over time; • Dealing with customers directly over the phone or face to face; • High level of experience using Microsoft 365 package; • High level of experience using email and internet applications; • Experience of preparation of reports, minutes and agendas; • Previous experience of working in a school environment; • Previous experience of working with children.	E E E E E D D
Knowledge	• Knowledge and understanding of current good practice in office management; • Knowledge and understanding of the requirements and principles of good customer care; • Knowledge and understanding of how to deal appropriately with confidential information; • Knowledge and understanding of school governance.	E E E D
Skills	• Excellent skills in Microsoft 365, in particular Word and Excel; • A high level of general understanding regarding IT systems and applications; • Excellent verbal, written and communication skills; • Excellent organisational and time-management skills; • Excellent interpersonal skills (cheerful, positive and good humoured).	E E E E E
Communication	• Ability to listen, be receptive to ideas and the feelings and concerns of others; • Ability to tolerate differences and willing to listen to others views; • Display ease in establishing and maintaining rapport across hierarchical and functional boundaries; • Ability to share information openly, both verbally and non-verbally, encourage others to speak and listen to their views; • Ability to select appropriate means of communicating.	E E E E E

HUNTER HALL

PREPARATORY & PRE-SCHOOL