JOB DESCRIPTION

**Post Title:** **Office Administrator**

**Reporting to:** **SLT**

**Scale:** **4**

**Hours:** **37 hours per week–Term Time Only + 3 days**

**Disclosure Level: Enhanced**

**Contract: Permanent**

**Job Purpose**

* Responsible for providing general administrative support at Waseley Hills High School.

**Duties and Responsibilities**

**Specific Duties**

* To provide administration support for the school producing letters and reports as and when required.
* To deal with, as appropriate, general enquiries at front desk in absence of receptionist.
* Answering telephone calls and taking messages.
* To provide support for School Reception as required.
* Manage home-school communication via online platform, Weduc.
* Manage general email accounts (@admin and @office) responding to/directing enquiries as appropriate.
* Assist with the upkeep of records.
* Organise refreshments for meetings as required.

**Other Duties**

* To undertake First Aid training and assist in delivering First Aid to staff and students as required.
* To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
* Contribute to the overall aims/work/ethos of the school.
* Be aware of and comply with policies and procedures relating to child protection (Safeguarding), health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate senior leader or DSL.
* Establish constructive relationships and communicate with other agencies/professionals in a professional manner.
* Participate in training and other learning activities as required.
* To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this post.
* Any other duties commensurate with the grade to ensure the smooth running of the school.
* To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate’s Health & Safety Policy.
* To attend school training days as required.

**Notes:**

* The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
* The duties described in the Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.

**Signed: …………………………………………………….. Dated:…………………………………**

**June 2022**