



Oak Learning Trust

Job Description

Office Administration Support

Responsible to: Executive Office Manager	
Purpose	<ul style="list-style-type: none"> • Provide administration services within a busy primary school office, working as part of the whole school team to provide a high standard of administrative and support services to the school. • Provide friendly, efficient and effective customer and business support services for a range of stakeholders.
Principal Responsibilities	<ul style="list-style-type: none"> • Provide a welcoming and friendly environment as the first point of contact for all school stakeholders. • Provide detailed information and support for children, parents, teachers, trustees and governors to ensure efficient running of Oak Learning Trust. • Working within a team
Professional Values and Practice	<ul style="list-style-type: none"> • Have high expectations of all pupils, respecting their social, cultural, linguistic, religious and ethnic backgrounds; and be committed to raising their educational achievement. • Treating pupils, staff and all stakeholders consistently with respect and consideration, being concerned with their development as learners and their rights as individuals. • In line with the Trust's policy and procedures, using behavior management strategies which contribute to a purposeful learning environment. • Working collaboratively with colleagues as part of a professional team, carrying out roles effectively and knowing when to seek help and advice from colleagues. Reflecting upon and seeking to improve personal practice. • Working within Trust policies and procedures and being aware of legislation relevant to personal role and responsibility in the Trust. • Recognising equal opportunity issues as they arise within the Trust and responding effectively following academy policies and procedures. • Building and maintaining successful relationships with pupils, parents/carers and staff. • Participate in continuing professional development.
	<ul style="list-style-type: none"> • Undertake reception duties, answering general telephone and face to face enquiries, welcoming and signing in visitors. • Book and make arrangements for school trips/events. • Assist in maintaining an appropriate diary for all school appointments as required (which may include arranging venues, meetings and cancelling appointments as required).

<p>Main Duties</p>	<ul style="list-style-type: none"> • Provide general administrative support in a timely manner to ensure an effective and efficient service is provided e.g. photocopying, filing, completion of standard forms, responding to routine correspondence. • Assist in the preparation and completion of documents and returns in relation to admissions, induction, registration procedures, transfers to other schools and managing the pupil information systems. • Assist in the completion and submission of forms, returns etc. including those to outside agencies. • Support with attendance processes and procedures. • Assist in producing lists/information/data as required e.g. pupils data. • Undertake typing and word-processing and other IT based tasks. • Sort and distribute mail. • Maintain records and information systems for both pupils and workforce. • Assist in routine administration of school lettings and other uses of school premises, including payment processing as required. • To give advice and guidance to stakeholders, via telephone and in person to ensure the on-going provision of a high-quality service, having due regard to confidentiality at all times. <p>Finance</p> <ul style="list-style-type: none"> • Processing payments (this may include cash and BACS) using school systems online payment. • Process requisition orders in order to match invoices and maintain the streamlining of the Trust finance system. <p>Resources</p> <ul style="list-style-type: none"> • Operate relevant equipment/ICT packages (incl. Word, Excel, ParentPay, SIMS database). • Maintain stocks and supplies, ordering and distributing as required. <p>Health & Safety</p> <ul style="list-style-type: none"> • Assist with pastoral care and support to sick and injured children, taking appropriate action when necessary, ensuring parents and school staff are fully informed of incidents and accidents. • Ensure safeguarding procedures and the monitoring of those on site, meets safeguarding requirements.
<p>General Requirements</p>	<ul style="list-style-type: none"> • Attend and participate in training and development courses. • Attend meetings, liaise, and communicate with colleagues. • Complying with all Trust and school policies and procedures. • The role requires the post holder to present themselves as a role model to pupils in speech, dress, behaviour and attitude, in keeping with the Trust's vision and values. • Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the Trust. • Undertake such other reasonable duties that are commensurate with the post, as may be required within the school and across the Trust (including working at any trust site as required).

Whilst every effort has been made to detail the main duties and responsibilities of the post, each individual task and duty to be undertaken has not been identified.

The post holder will be expected to comply with any reasonable request from the Management to undertake work of a similar level that is not specified within this job description across academies within the trust.

The post holder will be expected to work on relevant health and safety agendas and exercise a duty of care at all times to all children and staff in the Trust. Furthermore, it is expected that there will be a commitment to equality and diversity by the post holder.

This job description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only and may be amended at any time after consultation with the post holder.