



## Langold Dyscarr Community School

**Salary – Grade 2 (£24,796 FTE; pro rata for part time)**

**Office Administrator – Permanent 35 hours over 5 days - term time only.**

-  To provide an effective administrative service to the school.
-  Work closely with the Senior Leadership Team to meet the varied and changing administrative and organisational needs of the school.
-  To work collaboratively with all staff, governors, parents and the wider school community in order to support pupil wellbeing.
-  To be responsible for promoting and safeguarding the welfare of children and young people within the school.

### Key Responsibilities

1. Undertake reception duties, answering general telephone and face-to-face enquiries and signing in and out of visitors. Contacting parents and carers as required
2. Basic administration of the schools MIS system, to include school dinners, clubs, production of reports and information such as class lists, medical conditions and emergency contact lists for trips and visits
3. To provide general clerical and administration support, including photocopying, filing, e-mailing administrative and other support functions as determined by the headteacher, to meet current and future operational needs of the school
4. Work closely with the Headteacher and Senior leaders to ensure effective running of the school, including Health and Safety and pupil admissions
5. To prepare and process orders resolving any routine issues that arise to ensure that stock levels are maintained. Ensure items procured are received in good order and checked against invoice prior to being passed for authorisation
6. Source supplies and monitor volume and quantities necessary to ensure that stock levels and resources are effectively managed to deliver best value. Taking receipt of deliveries and assisting with maintenance of stock supplies, cataloguing, and distributing as required
7. To provide advice and guidance to colleagues, governors, parents/carers with regard to school policies, processes and services provided
8. Organise the booking of transport for all school trips, swimming and pupil transport, whilst ensuring best value
9. Responsible for ensuring all pupil, staff and historical records are kept up to date and comply with the Trust GDPR policies.
10. To support the maintenance of inventories and returns to comply with statutory requirements
11. Use and manage reprographic equipment. Take responsibility for the day to day maintenance of equipment, including monitoring of usage and arranging repairs and maintenance