



## JOB DESCRIPTION

**JOB TITLE:** Office Administrator  
**REPORTING TO:** Office Manager  
**HOURS:** Full Time  
**CONTRACT:** Permanent  
**GRADE:** Band D (scp5-6 - £23,500 - £23,893)

## DUTIES SPECIFIC TO THE ROLE (to be allocated by Office Manager)

- To provide administrative support for identified members of the SLT
- To provide administrative support as required for identified areas of school including curriculum, pastoral, house system and specific subject areas
- To complete administration relating to in-year admissions including pupil photographs
- To coordinate the academy approach to marketing, publicity and the use of social media to advertise events and showcase the academy
- To regularly update internal notices/TV displays relating to in-house events
- Complete all administration relating to Y6 admissions and updating Arbor, including monitoring receipt of CTFs
- To assist in administration relating to Health & Safety as required (eg. Covid 19)
- Provide support in all aspects of administration relating to KS2/3 transition
- Facilitate pupil attendance monitoring (including First Day Response, Truancy Call, generating reports, administration related to Fixed Penalty Notices and monitoring procedures)
- To undertake associated first aid duties in-line with school policy and procedure
- Carry out tasks related to reprographics, such as photocopying, collation of materials etc.
- **To support with the completion of main office duties**

## SUMMARY OF OFFICE MAIN DUTIES

- To provide confidential, effective, efficient and flexible administrative support to the school as part of the wider office team
- To answer standard enquiries by telephone or in person from parents/pupils/community users/other employees, giving and resolving non complex queries within areas of responsibility
- To file documents, after familiarisation with the filing system.
- To open, sort and distribute incoming post and ensure despatch of outgoing post
- To produce a range of documents from a variety of sources, using various software packages (eg Access, Excel, Publisher and Word)
- To operate office equipment, eg telephone system, photocopier etc
- To input information into database (eg Arbor) and/or spreadsheets, and to extract information as directed
- To offer support in providing and organising refreshments for meetings
- To undertake any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description following consultation with the recognised trade unions

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Registered Address – Mornington Road, Southport PR9 0TT



## **GENERAL RESPONSIBILITIES:**

- To support and promote the school's aims and objectives.
- To ensure a duty of care at all times to safeguard and promote the welfare of all students
- To work within the school's Health and Safety policy to ensure a safe working environment for all students, staff and visitors
- To work within the school's Equal Opportunities policies to promote equality of opportunities for all students and staff
- To maintain high professional standards of attendance, punctuality, appearance, conduct and courteous, positive relations with students, parents, colleagues and visitors
- To actively support and promote positive professional and curriculum links across the school
- To actively engage with the performance management process and continue with personal and professional development
- To adhere to school policies and procedures as set out in the staff handbook and other documentation available
- To adhere to and support as appropriate school and departmental procedures regarding assessment including preparation and entry for public examinations as specified by the boards

This job description is a representative document. Other reasonably similar duties may be allocated from time to time as required to facilitate the efficient operation of the admin team and the school.