

BEAUMONT SCHOOL - JOB DESCRIPTION

Post: **Office Administrator (H4)**
34 hours per week, 38 weeks per annum, term time only
9.00 to 4.30pm Monday to Thursday (including ½ hour unpaid lunch
break), 9.00am to 3.00pm Friday

Responsible to: **HR/Office Manager**

Overall Responsibility

To support the smooth running of the school through efficient and effective administration.

Tasks

The tasks currently associated with the job are:

- Provide confidential admin support to the HR Manager
- Liaise with other agencies to obtain confidential information as directed by the HR Manager
- Deal with sensitive and confidential issues when working with the HR Manager
- Produce general letters using mail merge
- Answer roll over calls (both internal and external) in a quick, friendly and professional manner.
- Input and maintain data on the school's management information system.
- Oversee with a senior member of staff, the co-ordinating, collating and distributing student reports.
- Liaise with relevant staff and compile information relating to curriculum and pastoral communication to parents.
- Responsible for all admin emails
- Produce staff lists, telephone lists, staff lists, name badges, table signs and staff photo boards.
- Assist other members of the admin team as and when the need arises.
- Contribute, as the need or opportunity arises, to other tasks relating to the smooth running of the school.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, the post holder will therefore be subject to an enhanced DBS check.

March 2017