



JOB DESCRIPTION

School Office Administrator

Reports to	Office Manager
Working Pattern	Term time only, Monday to Friday 7:45am to 12:45pm – 25 hours per week. Plus 3 weeks during the School holidays.
Location	Orley Farm School
Benefits	Generous Company Pension Scheme, Complimentary breakfast and refreshments (term time only) and free onsite parking.
Salary	£10,180 per annum

Background

Orley Farm School is a leading co-educational independent preparatory school set in 34 acres on beautiful grounds. We are a friendly, stable and caring community, proud of our academic achievements and dedicated to bringing out the full potential of each of our 500 pupils.

The Role

This is a vital position in the School Office. The School Office is the most outward facing part of the School and requires staff who, even though under considerable pressure at times, must remain calm, efficient and courteous. The jobholder will be required to work closely with the Office Manager in improving and refining the current administration procedures in order to benefit staff, pupils and parents at Orley Farm School.

Duties and Responsibilities

By its varied nature, such a job does not lend itself to a predetermined set of tasks. The following list is indicative of the likely areas where most time will be spent; however, it is not intended to be exhaustive. The post holder is expected to undertake such other duties within their capabilities and that may be required by the Line Manager.

- To act as the first point of contact for the School. Welcoming visitors and answering any incoming calls. Ensure that appropriate actions are taken in a timely manner.
- To ensure that all calls are correctly routed to their intended recipients, or an appropriate member of staff, to assure a quick and effective communication system.
- Administer basic First Aid to pupils in absence of School Nurses.
- To greet visitors to the reception area as required, ensuring that visitors are welcomed into a friendly, professional environment.
- To ensure that the receipt of deliveries is communicated to the relevant individuals in a timely manner.
- To sort and distribute all incoming post on a daily basis.
- Issuing School Production DVDs/breakfast/minibus vouchers to parents and ensure correct paperwork is completed.
- Ensure the office is fully stocked with essential stationary and order accordingly.

- Provide support and assistance to Teachers with photocopying and ordering supplies.
- To arrange travel arrangements for School trips, i.e. coach bookings for matches and trips, arranging Free Travel on TFL, etc.
- To ensure all Mini bus books are added on the Outlook calendar.
- Ensuring registers are completed accurately on ISAM'S and ensuring pupil absences are noted correctly.
- To ensure that internal and external perceptions of the School are managed and protected within favourable boundaries and maintaining confidentiality wherever appropriate. The role holder will need to liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
- To carry out any reasonable requests of senior management.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's child protection officer or to the Head (if different).

This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSEs and A Levels. • Training courses in MS Excel and MS Word. 	
Knowledge and Skills	<ul style="list-style-type: none"> • Experience of running effective administrative and clerical systems within a school context or similar. • Basic knowledge of first aid. • Experience of working in a busy environment. • Understands the importance of confidentiality and discretion. • Excellent communication skills, both verbal and in writing. • Ability to communicate with people at all levels. • Ability to work independently and as part of a team. • Competent user of a range of ICT applications including Microsoft office. • Professional telephone manner. • Attention to detail and accuracy. 	<ul style="list-style-type: none"> • Experience of working in a School environment. • Knowledge of ISAMs, WCBS PASS, Incognito and FireFly.

Attributes	<ul style="list-style-type: none"> • Ability to work independently and taking instructions and direction. • Be a quick learner and have the ability to follow instructions. • Efficient and self-motivated. • Disciplined and organised with the ability to work under pressure and manage their own time. • Able to react calmly and quickly during busy times satisfying conflicting requirements in a positive, friendly and efficient way. • Reliable, punctual and honest. • Flexible attitude to work and willingness to support colleagues. A 'can do' approach. • Flexibility to cover sickness and holidays. • Flexible in approach to work and willing to cross boundaries; the support staff ethos at Orley Farm School is to help and assist each other to resolve problems and not stand back because the issue is not within one's own Department. 	
Training	<ul style="list-style-type: none"> • The successful candidate will be required to complete child protection training online (arranged by the school) where they have not already received training in the past two years. 	

How to apply

Please note that we cannot accept CV's - all applicants must complete the application form via our website.

Please send your completed Orley Farm School application form and letter of application to:

Purvi Patel, HR Administrator
Orley Farm School
South Hill Avenue
Harrow,
HA1 3NU

Or alternatively, email to hr@orleyfarm.harrow.sch.uk

Closing date: Wednesday 15th January 2020

Interviews: w/c 20th January 2020