

The Royal School

Crown Aided & Church Aided

The Great Park, Windsor
Berkshire
SL4 2HP



Telephone: 01784 434274

Headteacher:

Ms. B. Coombridge
M.Ed.,P.G.Dip.Ed.Leadership, B.Tch.

JOB ACCOUNTABILITIES

Job Title: Administration Officer Level 1	Grade Scale 3 Part-time term time only fixed term. 5 hours per week.
Directorate : Education	Unit: Schools

JOB PURPOSE

To provide administrative support to the Office Manager.

SCOPE OF JOB (Budgetary/resource control, impact)

Has contact with school visitors, teachers, parents, pupils, Governors.

Operates in a busy, often noisy environment and required to juggle conflicting priorities.

The school office is often the focus of support activities in the school. All enquiries, visitors, pupils and staff will interact with those in the office. Staff have to perform their duties despite the constant interruptions especially from pupils.

Often the first point of contact with distressed/ demanding/aggressive/angry parents on the 'phone or in person. The way they respond can impact significantly on how the parent continues to behave towards the teacher/Head Teacher to whom they are referred.

Will have access to confidential information, which must be dealt with discretely.

POSITION WITHIN UNIT STRUCTURE

Reports to the Office Manager and Headteacher

KNOWLEDGE, SKILLS & EXPERIENCE

Administrative qualification eg NVQ level 3 or equivalent by experience

ICT literate and able to operate software at an intermediate level.

Sound communication skills.

Able to take minutes.

Able to use technology and office equipment to improve the efficiency of the school office.

Able to relate to pupils and parents in a calm and sympathetic manner.

Knowledge of using social media and online platforms for marketing and communication.

JOB ACCOUNTABILITIES

As directed by the office manager, bursar and Headteacher day to day activities may be drawn from:

Manage the administration of after-school clubs as directed by the office manager.

Update School webpage and social media accounts.

Make grant applications including applying for and arranging quotes.

Manage short term projects as directed by the Headteacher.

Type a variety of correspondence ensuring that documents are produced to the required standard and time scales. This will involve using standard templates and creating templates or layouts to suit individual documents.

Using various databases, produce a range of management information for the SMT, the Education Directorate and the DfES to assist the SMT in their decision making and to meet return deadlines.

Process the schools incoming and outgoing post ensuring that post is distributed/dispatched in good time.

Maintain the office filing systems ensuring that filing is done daily and accurately and that records are kept up to date.

Undertake photocopying for the school office/senior management team ensuring that the specified requirements are met.

Provide a telephonist/receptionist service taking messages or referring callers/visitors to the correct person.

Receive and receipt monies from pupils and parents ensuring that all monies received are accounted for and kept secure.

Monitor stationery/office supplies, placing orders when required.

Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately

e-mail: theroyalschool@rbwm.org.uk

website: www.theroyalschool.org.uk

Loving to Learn, Learning to Love, Guided by God