



Office Co-ordinator Job Description

Core Purpose:

To be part of the team that lead the front office being the first point of contact for parents and visitors. Dealing with general enquiries both face to face and over the telephone in a courteous and welcoming manner, presenting a positive first impression of the school that is in line with its core purpose and schools values. To provide welfare support to pupils, including being one of our lead first aiders, administering medicines and comforting distressed children.

To provide a first-class standard of administrative support to headteacher and teaching staff, ensuring the smooth running of the school's communication systems and procedures. To have a sound knowledge of Microsoft word and excel and Bromcom (would be an advantage). To work closely with PE Leader/s to help facilitate competitions. Send club information to parents and set up via the school money system. To work with teachers helping to organise school trips. To maintain confidentiality over all school issues, in particular in dealings with parents and external agencies.

Reporting to:

The School Business Manager and Headteacher

Key Tasks and Responsibilities

- Be the welcoming face of the school, dealing with parents, pupils, staff and visitors in a calm and polite manner.
- To receive and prioritise incoming telephone calls and deal with them appropriately, taking and passing on messages as required
- Plan & provide administrative support with events, such as parents evenings, new intake
- Input all details into Bromcom and keep accurate records and files for all children
- Printing and collating student reports
- Using the communication systems including Website, Teachers2Parents and School Money (but not be limited to) general text and email information; trips; clubs; parent evenings; admissions and transitions
- Main first aider (must have 3 day FAW or be willing to train)
- To provide welfare support to children as required, including administering first aid and prescribed medication, liaising with parents and teachers for sick children to be collected from school.
- Attend training for specific medical conditions
- Hot School Meals. Oversee Parent Pay/Cypad systems and ensure administrative tasks relating to these systems are carried out e.g. informing new starters of ordering procedure, arranging trip lunches, overseeing numbers etc
- Maintain school calendar on the website and whole school calendar
- To ensure school safety and security is maintained including signing in for visitors, and to issue appropriate lanyards to all visitors.
- Hold specific responsibilities in the event of the fire alarm being raised (full training provided and drills).
- To undertake any other duties which may be reasonably allocated by the School Business Manager or Headteacher appropriate to the role to ensure the smooth running of the school.