



Administration – Level 1

Job Family	Administration
Level	1
Role Title	Office Administrator
Pay	Grade 1, SCP 1 - 3

Role Profile

Administration

- Provide administrative support such as photocopying, filing, faxing, completing routine forms;
- Deal with general enquiries either by telephone or face to face and sign in visitors;
- Open, sort and distribute incoming mail and post outgoing mail;
- Produce and respond to correspondence using templates;
- May be the first point of contact for sick pupils and liaise with parents/carers/staff;
- Assist with arrangements for school events and visits including hospitality;
- Contribute to the production of materials e.g. year books.

Resources

- Arrange orderly and secure storage of supplies.

Systems, Policies and Procedures

- Adherence to school administrative systems, policies and procedure.

Team Involvement

- May demonstrate administrative duties to new or less experienced staff.

Building Professional Relationships

- Communicates with other school staff as well as pupils, parents/carers, suppliers and visitors.

Record Keeping and Information Management

- Maintain manual and computerised records and management information systems.

Problem Solving and Decision Making

- Identifies straight forward solutions to simple problems and little close supervision is necessary.

Knowledge, Skills and Experience

- Some knowledge of administration and office systems and procedures equivalent to NVQ level 2.

Physical Demands and Working Conditions

- Normal physical effort with a mixture of sitting, walking and carrying minor loads;
- Work normally carried out in an office environment.