

Broadwater C. E. Primary School

Job Description: Office Administrator and Extra Curricular Coordinator

Grade: 5
Hours: **26 hours** (0900 -1600 Monday, Wednesday, Thursday Friday with
½ hour lunch break.)
Responsible to: Office Manager

Main purpose of the job:

Admin support for extra-curricular activities and clubs.

- Update the school diary, adding fixtures and appointments
Issuing communications to staff
- Organise hospitality for visitors and events as required
- Communicate with parents using letters, email and texting service as required
- In conjunction with Deputy head - Organise and book supply and liaising with staff
- Assisting with administration of work experience placements
- Communicate with and oversee scheduling of peripatetic music teachers.

Extra-Curricular administration

- To support PE Department with administration of extra-curricular events
- Communicate with other schools, parents and pupils for fixtures as required by PE Department
- Update website with fixture results.

Clubs

- In conjunction with Deputy Head, to organise and administer the school clubs – working together with the club leaders
- Communicate with club leaders, parents and pupils using letter, email, text and answerphone
- Manage club timetables and set up registers
- Provide admin support for leaders of clubs as required

General duties

- To provide front office support in dealing with visitors to reception, answering the telephone and receiving post or deliveries into school
- To provide medical support where necessary

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify any reconsideration of the grading of the post.

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Appendix to All Staff Job Descriptions

As part of the team at Broadwater C. E. Primary School, these general principles underpin all job descriptions.

Social

All members of the school will foster good relationships and good manners. They will

- Set an example and encourage children to develop personal responsibility and acceptable behaviour
- Encourage children to keep to our Behaviour Guidelines
- Be a good role model for the pupils, including following our No Smoking Policy.

Health and Safety

- Ensure general safety and care is adhered to at all times
- Assist with First Aid where appropriate certified training has been undertaken
- Be aware of the County Guidelines for Health and Safety and the schools own 'Health and Safety Policy'

Confidentiality

- Refer parents who approach you for information to the class teacher or headteacher
- Maintain strict confidentiality about all school matters
- Show loyalty to the school community

Child Protection and Safeguarding the Welfare of Pupils

- Following the schools Child Protection Procedure and Guidelines for Working with Children and Young People
- Report any Child Protection issues or concerns to the Child Protection Officer with responsibility for promoting and safeguarding the welfare of pupils