

## **JOB DESCRIPTION – Administrative Officer**

**Salary Range: Scale 3 £22,185 - £22,587 pa (£19,560 - £19,955 pa pro rata)**

**Hours: 36 hours per week, 40 weeks per year (includes INSET days & 5 days during holiday period)  
(8.15am – 4.00pm Monday to Thursday, 8.15am – 3.45pm Friday with 1/2 hour unpaid lunch)**

**Accountable to:** School Business Manager

**Purpose of Job:** Responsible for fulfilling the duties stated below, alongside supporting the effective and efficient working of the office and site team. Furthermore, supporting the school ethos and vision by providing a welcoming and professional impression of the school to parents and visitors to the school.

### **Duties and Responsibilities:**

To undertake the following duties with minimal supervision, demonstrating a thorough knowledge of the work areas and a degree of independence of action and initiative.

#### **DUTIES**

##### **Reception**

- Responsibility for the school reception, answering the telephone, taking and distributing messages as appropriate.
- Reception duties as required to include receiving visitors, ensuring all visitors have signed in, read the Visitors' Information and are aware of fire procedures.
- Providing hospitality for visitors. Ensure that all visitors are escorted to where they need to go to. Ensure that all visitors to the school are offered refreshments as required.
- Ensure that messages and correspondence are delivered and collected from classes where needed and appropriate
- Check and receive deliveries and organise distribution as appropriate.

##### **Emails and Post**

- Responsibility for the office email account, sending and receiving emails on a daily basis and forwarding messages to staff members as appropriate.
- Maintaining an up-to-date list of the staff email addresses within Sims
- Opening the post and forwarding to staff members as appropriate. Organising sending of post when needed.
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##### **Admin**

- Input and upload data onto Sims as requested by the Head teacher, uploading Reports and any other data required.
- Completing medical requirements in line with the school policy.
- Attend appropriate training
- Ensure medical issues are lifted from admission forms immediately and that all staff members are informed. Ensure information stored on SIMs is up to date.
- Ensure all HCPs are up to date, shared with appropriate staff members and shared with parents and medical professionals as required.
- Ensure all medication needed is in school, in date and accessible for the pupils.
- Complete a medical alerts notice for all necessary pupils and ensure an up to date copy is kept in the staff room, medical room and school office.
- Administration of medicine in line with school policy.
- Organise First Aid Training as needed and ensure an up to date list is evident in key places around the school.

- Complete an accident report or any other necessary reports in the event of a more serious incident.
- Preparing a tray and photo on staff board for new staff.
- Updating the internal school telephone numbers list displayed by each telephone and re-distributing around the school as necessary.
- Check any regular correspondence from the LA/LDBS and print off any important updates for appropriate staff members
- Type up any letters required by staff to be sent to parents, checking for grammar and spelling errors or omissions and sending out to parents as required using the ParentPay system.
- Producing and updating Key Lists for the main key safe and labelling keys as necessary.
- Responsibility for maintaining stock cupboard supplies for office and school.
- Purchasing items for staff welfare fund, e.g. milk, tea, coffee and items for events such as parents evening.
- Booking the Royal Mail Keepsafe facility for each holiday if required
- Work alongside the Headteacher and SBM ensuring GDPR guidelines are met and ensure any breaches are reported.
- Updating Privacy Notices, Record of Data Processing logs, DPIAs, SARs and other GDPR policies as requested by the Head Teacher and SBM.

#### **PA Duties**

- Organising the Head teacher's diary and making bookings as necessary as required
- Drafting and typing letters for the Headteacher and all necessary filing of correspondence.
- Collating documents for Headteacher meetings as required.
- Recruitment letters/emails including;
  - Student teacher offer letters
  - Successful candidates invitation and organising timetable of interviews
  - Informing unsuccessful candidates where appropriate either following application or interview
- Ensure staff complete essential forms each year including Pecuniary Interest and emergency contact details.

#### **Pupil Admissions, Transfers and Attendance**

##### **Admissions**

- All administration relating to pupil admissions to include letters, file transfers, communication with the LA and parents, arranging tours.
- Obtaining pupil files and SATS data for in-year admissions. Chase up any missing data.
- Ensure all staff members are alerted to any necessary information – e.g. contact arrangements, medical conditions, pupil premium etc.

##### **Transfers**

- Dealing with all necessary paperwork, transfer of files and communications relating to leavers and in-year transfers.
- Collation of Year 6 files for onward transfer to secondary schools.

##### **Attendance**

- Responsibility for daily registers of attendance.

- Completing first day calling each morning by 9.30am and liaise with the Headteacher regarding any unaccounted pupils.
- Preparing attendance reports and correspondence to parents regarding attendance in liaison with the Headteacher.
- Prepare paperwork for when pupils take unauthorised leave of absence during term time and send to the local authority as required.
- Complete monthly percentage of attendance for each class and termly attendance data on specific groups as required by the Headteacher.

### **Other**

- Maintaining pupil records on SIMs and in the paper files.
- Maintenance of pupil contact sheets.
- Carrying out Year End procedures on Sims and all work necessary for Pupil Census Reports
- Arranging school transport as necessary.
- Support the Headteacher as needed with administration of SATS procedures to include uploading and sending reports by file transfer.
- Producing and updating the Class List folder.
- Attending necessary training in order to carry out these duties
- Place orders when necessary, check deliveries against orders.

### **FSM/Pupil Premium**

- Keep up to date lists from SIMs on current FSM pupils
- Share all FSM information with the Headteacher, Class Teacher, School Business Manager and SEN Co-ordinator.
- Ensure all new children are screened for FSM eligibility.
- Check on a half-termly basis FSM eligibility for every child.
- Keep the information stored on SIMs up to date.

### **ParentPay**

- Ensure that all parents are able to access ParentPay and can use it effectively. Any issues are to be addressed promptly and effectively.
- Complete up-date training to ensure ParentPay is being used effectively and to its full capabilities.
- Ensure that all letters/correspondence being sent via ParentPay are proof read and any errors corrected before sending. Responsibility for this will lie with office staff and not staff members (including the Headteacher)
- Ensure that all letters/correspondence are sent out via the ParentPay website.
- To liaise with the SBM to ensure all payments are made via ParentPay. Chase up outstanding payments where required.
- To check through the newsletter for grammatical errors, spelling errors and any obvious omissions or errors and amend accordingly
- Distribution of the school newsletter to parents and staff by email using the ParentPay system or hard copy as appropriate. Distribution to absent parents by e-mail using the ParentPay system.

### **Safeguarding**

- Ensure regular visitors with DBS are in the DBS checked folder, set up with a visitor lanyard & badge, if they will not be part of the Single Central Record.
- Ensure all visitors receive an appropriate badge and lanyard.
- Checking ID/ DBS as required for all visitors to the school and that contractors have signed the appropriate Logs.
- Update Single Central Record on SIMs
- ID verifier for DBS checks

### **Website**

- Responsibility for specified areas of the school website to include the Prospectus, newsletters, year group/whole school letters, uniform pages, Parents' Handbook, SATS results and dates for diaries.
- Ensure that all information on the website is up to date and current.  
Ensure that the website meets the government's statutory requirements.

### **General Administration**

- Administration relating to school events including the distribution of tickets to parents.
- Booking of the school photographer, greeting the photographer, organising timetable of the day and distributing the photographs to pupils.
- Responsibility for the Evacuation Pack in the office and collation of up-to-date packs for the SLT each term.
- Sending out parent questionnaires, collating replies and preparing report for governors if required.
- Producing a list of holiday dates and dates for the diary, distributing to staff.
- Keeping up-to-date the Welcome Booklet, Welcome Pack and Pupil Information File
- Responsibility for Fire Action Notices, H&S signage and Child Protection Notices in all rooms
- Distributing to staff any necessary paperwork, collating replies and filing (in September each year).
- Lock key box and drawers each night.

Any other administrative tasks that the School Business Manager/Headteacher may require to be carried out provided that fall within the reasonable remit of the role.

The Post holder will contribute to the school's objectives in service delivery by:

- Work effectively as part of the office team to ensure the smooth running of this department. This will include supporting with different roles within the office at different times of the year.
- Supporting the school towards its journey in school improvement by adhering closely to policies and procedures and being a good role model of the school's vision and values.
- Attending all necessary training to continue to carry out office and finance duties. Ensure that the most efficient, cost-effective and time-effective methods are used to complete any task.
- Be available to cover extra hours at the beginning and end of the school day in the absence of other office staff. Overtime will be paid.
- Positively promoting the school ethos and providing a welcoming atmosphere even in the most challenging of situations.
- Be professional at all times.

- Adhering to the school's safeguarding procedures and attend relevant child protection training when required
- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework

Note: The duties of the post may vary from time to time without changing the general character of the post or the level of responsibility.

Signed ..... Date .....

## Person Specification

	Essential	Desirable
<b>Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• At least Grade B English and Grade C Maths GCSEs or equivalent</li> <li>• SIMs</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ 2 or equivalent</li> <li>• First Aid at Work/Paediatric First Aid</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Management of an office</li> <li>• Ability to confidently use computer systems to develop, record, analyse and report including Office 365</li> <li>• SIMs knowledge and experience</li> <li>• Working knowledge of GDPR and Data Protection Legislation</li> </ul>	<ul style="list-style-type: none"> <li>• School- based experience</li> <li>• Experience of working in a Reception/Hospitality environment</li> </ul>
<b>Job related aptitude and skills</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Excellent attention to detail</li> <li>• Excellent literacy and numeracy skills</li> <li>• Able to keep up to date with current educational developments and changes</li> <li>• Ability to work effectively as part of a team</li> <li>• Set high expectations for self and the working environment</li> <li>• Ability to prioritise tasks and manage own workload to achieve deadlines</li> <li>• Ability to be positive, resilient, enthusiastic and flexible when working under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Creative problem solving skills</li> <li>• Data entry</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability to be proactive and respond calmly under pressure</li> <li>• Ability to work with minimum supervision</li> <li>• Willingness to learn new skills</li> <li>• Ability to relate to children, adults and parents</li> <li>• Sense of humour</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity &amp; reputation of the school</li> <li>• To share in and contribute to the overall aims and ethos of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to professional development</li> <li>• Sympathy with the aims and ethos of a Church of England School</li> </ul>	<ul style="list-style-type: none"> <li>• School-based experience of working as part of a team</li> </ul>