

Job Description

Post:	Administrative Officer
Scale:	Scale 5 (Point 12-20) £26,633-£30,115
RESPONSIBLE TO:	Head of School
School/ Location	Avonmore Primary School
Hours:	Monday to Friday 36 hours per week, Term Time only 39 weeks per year
Start Date:	Required from January 2024

Main Purpose

- To provide secretarial, clerical and administrative support to the Senior Leadership Team and other colleagues
- To assist in the organisation and co-ordination of effective ICT for administration purposes
- To be an ambassador for the school when meeting parents and other visitors
- Contribute to the overall ethos/work/aims of the school and meeting the needs of the children
- Be aware of and support difference and ensure equal opportunities for all

Main Responsibilities

Customer Focus

- ‘Model’ excellent professional relationships with children, parents and other professionals in the school in order to set the standard for other less experienced support staff
- Provide an excellent administrative service to all sections of the school community regardless of race, sex, background or age

School Office:

- Acting as first point of reference, receiving callers, children, parents, visitors and telephone enquiries. Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative

Administration

- Provide a confidential secretarial service to the Senior Leadership Team, Federation Office team and other colleagues, to include word processing, correspondence, reports, references, mail, booking appointments and meetings, maintain general and confidential electronic filing systems, provide hospitality as required

Publications

- Design, produce, upgrade, edit and distribute school/home-based bulletins, stationery, statutory notices
- Assist with the coordination and production of school reports, publications and policies with close attention to detail and following school design guides.
- Ensure paper-less methods of communication are used as far as possible and value for money principles are strictly adhered to.

Coordination

- Coordinate the administrative aspects of school trips and sporting events, taking a lead role in ensuring all involved follow procedures and protocols most importantly risk assessment on EVOLVE
- Manage the wraparound care provision i.e. breakfast clubs and extended schools as instructed including implementation and payments.
- Manage the instrumental lessons provision as instructed including implementation and payments.
- Coordinate fundraising events with the school's parent association and school leadership team

Data Management

- To assist in the organisation and co-ordination of effective and accurate ICT for administration purposes
- To assist in the management of Administration IT Network and SIMs modules, creating, maintaining databases
- To utilise available software and databases to produce requested reports and data in relation to pupils, staff and other data requested
- Create, maintain, interrogate databases, spreadsheets to support the school's information requirements using Windows and Google software, Management Information Systems in relation to Pupil and Staff Data (SIMS/Arbor), Premises information (Every), Payments systems (Schoolcomms) and other school databases

- Maintain effective administrative systems to meet the schools' requirements

Admissions/Pupil Data

- Support and assist the Admissions Officer with processing pupil admissions in accordance with admissions policy
- Support new children and parents to comply with admissions processes, including form filling and related requirements (for example, uniform, school meals and induction packs)
- Maintain an accurate pupil database and amend/update pupil records on system as required and using this information to assist in the completion of census returns every term

Premises and Health & Safety

- Assist the Site Manager in ensuring all statutory H&S requirements are met
- Ensure all staff and visitors are aware of H&S procedures and have taken relevant training necessary to carry out their roles
- Utilise the premises management software to monitor overdue H&S checks, certification and requirements
- Ensure all stakeholders adhere to the federation, the local authority and the schools' H&S policies and procedures
- Conduct relevant School Risk Assessments together with the Site Manager – training provided
- Manage the lettings calendar, proactively seek potential lettings income and manage the successful collection of hire income
- Obtain First Aid certification – deliver first aid, manage pupil and staff medication

Procurement

- Liaise with the federation's finance and procurement team to ensure school resources are purchased, department budgets are monitored and budget commitments recorded.
- Support the finance team in ensuring we meet procurement guidelines, LA finance procedures and school policies around finance and procurement

Safeguarding

- Comply with policies and procedures covering safeguarding, child protection, health, safety and

security

- Contribute to safeguarding the welfare of children, staff and visitors in the school
- Reporting any concerns about safety and security to the appropriate person
- As part of the school office team, contribute to maintaining the Single Central Record in line with procedures
- Assist the federation's HR team in monitoring staff data and all important staff safer recruitment requirements

Performance and Line Management

- Regularly reflect upon your performance, set targets, action plan and review your work
- Keep an up to date professional portfolio (CPD file)
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges
- Take responsibility for your work and encourage and accept feedback from your colleagues and your line manager
- Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications and engaging in annual performance review

Other

- Undertake such other duties as the Executive Headteacher, Head of School and Federation Business Manager as directed

Person Specification

Desirable:

- Experience of working as an administrator in a school or similar working
- Experience of school management information systems like SIMS or Arbor

Essential Qualifications:

- Maths and English GCSE (grade C or above) or equivalent

Or

- Level 2 qualification or experience in relevant discipline (or commitment to study to this level to completion/pass)

Knowledge and skills:

- Effective use of ICT and other specialist equipment / resources required to carry out job.
- Able to adhere to school policies and codes of practice
- Ability to communicate effectively both verbally and in writing
- Ability to relate well to children and adults
- Ability to remain calm and positive in challenging circumstances
- Work well as part of a team however when instructed can use own initiative to work independently
- Ability to self-evaluate own learning needs and actively seek learning opportunities.
- Ability to be reflective and review own work
- Ability to support development of equal opportunities and inclusion for all pupils
- Ability to organised, lead and motivate other staff
- Ability to plan and develop systems
- Ability and willingness to be flexible, exercise resilience, and to go the extra mile