



All Saints Voluntary Aided Church of England Primary School, Newton Heath

Job Description

Job Title: Administrative Officer

Salary: Grade 4, Scale Point 7-11 (£25,584 - starting salary)

Contract type: Permanent, Term-time only

Reporting to: The post holder will report to the Business Officer.

Main Purpose

To provide an effective and efficient clerical and welfare support to staff, children, families, partners and visitors.

Duties and responsibilities

Organisation

- To receive visitors to the school and to provide a warm welcome for parents, visitors and colleagues and deal with their requests in an efficient, calm and professional manner.
- Communicate with courtesy and clarity to all staff, pupils, parents, carers, visitors, outside agencies and the wider community, when answering general telephone or face to face enquiries and taking messages where appropriate ensuring and they are delivered efficiently to the appropriate person.
- To ensure the school security arrangements are always complied with, including the signing in of visitors and issuing badges ensuring hospitality is given such as seating and refreshments.
- To collect and distribute correspondence (both paper based and digital) and despatch outgoing correspondence as appropriate.
- To assist with pupil first aid and welfare duties, including looking after sick pupils, administration of medicines and liaising with parents and staff according to our school policy.
- To undertake routine clerical and administrative support duties on behalf of individual members of staff in relation to the organisation of school activities such as

photocopying, typing letters and arranging transport to events.

Administration

- To administer school registration procedures in line with statutory requirements and carry out first day of absence calls for children who are absent, and supervise children who are late.
- To work closely with the Pastoral Lead, SENDCo, Business Officer and Head Teacher to establish and agree upon authorised absences and agree actions accordingly
- Preparation and distribution of dinner and milk numbers.
- To receive and record monies received from parents for dinner money, tuck, uniform, school trips, non-uniform, charity etc. This includes cash, and digital payments received in Arbor Parent Portal
- To order and record school uniform requests from parents.
- To provide general clerical and administrative support, for example typing, photocopying, filing, completing standard forms and returns to the LA and outside agencies and responding to routine correspondence.
- To maintain and update all administrative and information systems and processes as required, including retrieving and collating information to ensure delivery of a high level administrative service.
- To produce lists, information and data as required, for example, pupils' data and to maintain and collate pupil reports.
- To assist with school administrative duties relating to examination invigilation where appropriate.

Resources

- To operate relevant equipment and administration systems.
- Distribute and manage staff entry key cards.
- To provide general advice and guidance to staff, pupils and others.

Other areas of responsibility

- Use initiative in time management to organise own workload in order to meet deadlines.
- To provide cover for other administrative colleagues when required.
- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To contribute to the overall ethos, work and aims of the school.
- To attend and participate in relevant meetings as required.
- Participate in the school's performance management scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
- Help to identify own personal development needs and to participate in training and other learning activities and performance development as required.

- To provide Health and Safety support through delivering first aid and fire marshal duties.

The Administrative Officer must carry out his or her duties with full regard and commitment to the Governing Body and Local Authority Policies.

The Administrative Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Administrative Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher, and there is flexibility in the role for the person to use their existing strengths within the school.

Person Specification

Qualifications	<ul style="list-style-type: none"> • Possess appropriate numeracy and literacy skills
Experience	<ul style="list-style-type: none"> • Work in administration and as working as part of a team. • Working with the public/visitors and projecting a positive image of the institution.
Skills and knowledge	<ul style="list-style-type: none"> • Strong interpersonal skills, demonstrating the ability to listen and also having good verbal and written communication skills. • Good IT skills and comfortable in using software inc. word processing, databases, spreadsheets, online portals, MIS, email and communication systems. • Knowledge of school based systems and legislation/regulations regarding administration in schools. • Excellent time management skills and the ability to prioritise.
Personal qualities	<ul style="list-style-type: none"> • Positive and cheerful outlook which provides a warm welcome to people visiting the school. • Patient, tactful and professional • Warm and caring personality, which reflects the ethos and values of the school, providing a good role model for the children. • Self-discipline and organised • Honest and reflective • Reliable and punctual

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Head Teacher / line manager's signature: _____

Date: _____

Postholder's signature: _____ Date:
