

Job Description

POST TITLE: Admin Officer

GRADE: Grade 7

CONTRACTUAL ARRANGEMENTS: 37 hours per week during term time plus up to one week

ACCOUNTABLE TO: School Business Manager



PURPOSE OF THE JOB

- To provide a comprehensive administrative support service to the school
- To take a lead on SIMS / Assessment, acting as SIMS Officer
- To maintain and manage all key systems and records relating to pupil administration

KEY ACCOUNTABILITIES

1. To manage the school reception area, providing guidance and support to pupils, parents, visitors and colleagues, acting as a welcoming face to the school and providing excellent customer service.
2. To act as SIMS and Assessment Officer; to administer, organise and maintain all aspects of the SIMS database and associated records to ensure data is up to date at all times.
3. To undertake all pupil administration including admissions, leavers, pupil census, assessment, fixed penalty notices, exclusions etc. Providing reports and information to the Senior Leadership team and teachers as requested and working in conjunction with the Welfare Officer on attendance administration when required.
4. To ensure that the team provides an efficient and comprehensive administrative support service, including:
 - a. greeting visitors and providing hospitality
 - b. dealing with routine enquiries from parents, the LA and other agencies/organisations
 - c. word processing correspondence and other documents
 - d. record keeping, photocopying, filing and answering the telephone
 - e. checking info@emails at least three times per day and actioning appropriately and own email account.
5. To manage the collection and recording of cash payments, e.g. for school meals; administration relating to Tucasi Extended School and Online payments.
6. To design, prepare and produce communications to both parents and staff and send via ParentMail.

7. To maintain content on the school's website, ensuring information such as letters, newsletters, policies, etc., is up to date at all times.
8. To be the Data Compliance Officer for the school, working within Trust guidelines to ensure we meet our obligations under GDPR. Provide staff with regular updates and training information.
9. To use computer systems (e.g. SIMS, TUCASI, Invenry, Truancy Call / Call parent, Marvellous Me) to input details, manage data, run reports and make returns as required.
10. To work in close liaison with the Receptionist and undertake the daily school meal administration if necessary.
11. To be the named first aider for pupil welfare and to maintain procedures, including the administering of First Aid and medicines; in addition ensure all medical permissions and forms are collected, recorded and actioned appropriately for all pupils. Ensure training records are up to date and organise refresher training as required. Review medication held at least bi-annually and send home medicines no longer used. Ensure asthma inhalers and epi pens held are up to date and dispose of / obtain replacements via parents as necessary. Produce warning cards for pupils with allergies, serious conditions and keep these up to date to ensure all staff are aware.
12. To liaise with other school staff, contractors and outside agencies/organisations as appropriate; including the Admissions consultant, Family Support Worker and third parties who run After School Clubs.
13. To prepare and send statistical and other returns to the LA, DfE and other organisations/bodies as required.
14. To carry out any other administrative procedure, within the responsibility level of the post, as directed by the School Business Manager and Head Teacher.

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

OTHER DUTIES

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety

LOCAL DUTIES

1. To organise and co-ordinate the annual school photos
2. To archive all pupil and school records in accordance with GDPR and Trust retention guidelines and statutory requirements, labelling with destruction dates
3. To liaise with parents where appropriate using school communication systems including emergency closure notifications remotely
4. Ensure all tasks are listed on google drive and keep up to date to illustrate outstanding tasks
5. Ensure medical forms, annual permissions etc. are obtained annually for all pupils, email addresses for all parents and three contacts for all pupils.
6. Provide classes with up to date medical information about all pupils in their class.