

JOB DESCRIPTION

POST TITLE: Administration Officer, term time +1, 40 weeks, full time 40 hours per week

SALARY [Actual]: NJC Scale 6 – points 18-20, £36,000 - £37,000

DIRECTORATE: Education

NAME OF SCHOOL: Olga Primary School

RESPONSIBLE TO: SBM

1. Medical officer

- a. Management of first aid & other medical training in conjunction with SLT.
- b. Supporting SLT with allergen management and procedures across the school.
- c. Setting up and maintaining systems, including within SIMS for managing allergens, medical conditions, first aid procedures and other medical requirements, such as emergency medical procedures.
- d. Supporting SLT with awareness of medical conditions across the school.
- e. Organisational responsibility for prescription meds that are required to be administered in school.
- f. Organisational responsibility for alerting and raising awareness of emergency meds and first aid procedures.
- g. Working with the school nurse and other external agencies, such as the NHS for delivering health/immunisation programs
- h. Responsibility for first stock and inventory across the school. Liaising with the FO to ensure replacement stock is ordered in time.

2. Extended School and Out of hours curriculum

- a. To arrange and organise all out of hours clubs using SchoolComms, following approval from the Head.
- b. Upload sufficient information about each club before the start of each club/activity, enabling parents to book in advance and make payments online.
- c. Manage all parental enquiries about clubs and provide support to parents with using SchoolComms, where necessary.
- d. Responsibility for tracking and reconciling all payments made through voucher/salary sacrifice and TFC schemes.
- e. Support SLT/SBM with the promotion of clubs and activities, including in school time.

- f. Generate reports for SLT on club participation, including attendance figures and detailed analysis with pupil premium, FSM, gender and ethnicity categories. To organise and be responsible for storage of pupil records in a digital format only.

3. Multi-media & Web

- a. Posting news and events as and when required by SLT
- b. Updating online calendar on a weekly basis
- c. Editing, checking and uploading weekly newsletter and letters to parents
- d. Delegated responsibility for the school website, including uploading/removing content.
- e. Responsibility for ensuring all web pages remain up-to-date.
- f. Liaising with website support to ensure all content is displaying correctly.
- g. Responsibility for all embedded social media content.
- h. Responsibility for school photography, both staff and students, including working with 3rd party photographers.
- i. Supporting teachers with using social media.

4. External Relations

- a. Act as school office liaison for Friends of Olga [FOO].
- b. Provide administrative, organisational and logistical support for FOO events.
- c. Responsibility for administrative and organisational support for parental engagement programs, including adult education courses and events.
- d. Administrative responsibility for projects/events led by the LA & other 3rd party agencies, such as the LA voucher schemes & food bank project, to ensure they can be delivered successfully in school.

5. General duties

- a. Admin & SIMS mailbox checking as timetabled.
- b. To use SIMS to undertake register admin & maintain MIS data.
- c. To support with pupil absence calls.
- d. To implement a safe visitor management protocol, ensuring InVentry is used to log attendance of every person in the school building.
- e. To use the SIMS SMS & email system to contact parents when necessary to deliver messages.
- f. Directing telephone calls and taking messages for forwarding.
- g. Deal with frontline enquiries from staff, parents, children and visitors either by telephone, email or in person in a sensitive manner, passing on messages, and to arrange refreshments for visitors when requested.
- h. Photocopying, forwarding post and documentation to parents, staff, governors and other agencies.
- i. To answer the school phone line between 8am & 5pm on Mon, Tue, Wed & Fri and 8am-4:45pm on Thu
- j. Joint responsibility for maintaining tidy office area.

6. Undefined tasks & additional support

Undertake any reasonable request by the Head or SBM commensurate with the post, including support with new projects and supporting colleagues during busy periods.

7. Professional standards & Attributes

- a. Maintain strict confidentiality at all times in line with school's information security policy.
- b. Communicate clearly with staff, parents, children and visitors with empathy, using positive language, whilst being attentive and demonstrating effective listening skills.
- c. Show patience and self-control in all communications.
- d. Demonstrate good adaptability, taking responsibility where necessary, but being able to refer matters to the SBM or HT when required.
- e. Implement good time management skills.
- f. Use phone, email and text messaging to ensure effective communication with parents and staff.
- g. Be aware of child safety and safeguarding.
- h. Be willing to undertake training as appropriate.
- i. Actively participate in the school's performance management scheme, as specified in the school policy, meeting regularly with your line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
- j. Undertake other relevant and appropriate training during contracted hours, as identified with the SBM/HT.
- k. Attend meeting every Thursday at 4:45pm with SBM.
- l. Take part in Friday staff briefing every 4th Friday in alternation with other 3 office post holders.

EQUAL OPPORTUNITY

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the School.

CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with procedures in relation to Police checks.

Signed _____ Date _____

Postholder (PRINT NAME & SIGN)

Person Specification		
Job title:	Admin Officer Scale 6	
Directorate:	Education	
Establishment or team:	Olga Primary School	
Qualifications	4 GCSEs or equivalent Grade A* – C or equivalent, to include Maths and English	
Professional Experience	<p>Experience of working within a school office</p> <p>In-depth experience of working with SIMs</p> <p>Experience using SAMs & Applicaa</p> <p>Experience of working with different stakeholders</p>	
Knowledge	<p>Knowledge of MIS systems, in particular SIMs</p> <p>Knowledge of school administration practices and procedures</p> <p>An understanding of safeguarding issues relating to children and other stakeholders</p> <p>Knowledge and awareness of the importance of confidentiality and data protection</p> <p>An understanding of the ethos of a school</p>	
Skills / attributes	<p>Ability to fulfil reception duties including;</p> <ul style="list-style-type: none"> • a polite professional telephone manner • ability to take and relay accurate messages • providing a first point of contact service for pupils, parents/guardians, visitors, staff and other outside agencies <p>Ability to undertake a range of office administration, accurately and efficiently including data entry skills</p> <p>Excellent communication skills, both verbal and written to pupils, parents/guardians, visitors, staff and other outside agencies</p> <p>Able to identify, the needs of the school office, including the extended services within school</p> <p>Excellent organisational skills</p> <p>Ability to prioritise workload and to work to, and to meet, deadlines</p> <p>Ability to problem solve</p> <p>Ability to work accurately under pressure in a very busy environment</p>	

	<p>Ability to work using own initiative and as part of a team</p> <p>Ability to work in partnership with all staff, teaching and support, governors and parents with resilience and enthusiasm</p>
Personal	<p>Good timekeeping</p> <p>Excellent health and attendance record</p> <p>Discreet & confidential whilst remaining professional, tactful & sensitive</p> <p>Warm and approachable manner with good inter-personal skills</p> <p>Sets high standards and expectations for self</p> <p>Flexibility attitude to work including;</p> <ul style="list-style-type: none"> • working hours, • demands and changes in the role • willingness to be involved in the school <p>Smart professional appearance</p> <p>Total honesty, integrity, and reliability</p> <p>Energy, enthusiasm, adaptability and a good sense of humour</p>
Training	<p>Evidence of recent and relevant training, including for SIMs.</p> <p>Willing to undertake training in school based computer systems as necessary</p>
Other	<p>Commitment to Safeguarding and protecting the welfare of children and young people</p> <p>Commitment to Health and Safety</p> <p>Commitment to Equality and Diversity</p> <p>Commitment to attendance at work</p>