

JOB DESCRIPTION

Primary Admin Officer

(in a school where there is already a finance officer)

NAME:

DATE:

JOB TITLE: Primary School Admin Officer
SALARY SCALE: Point 6 (6-8) £19,171 FTE, £5,188 actual salary
WORKING HOURS: 12 hours per week
WORKING WEEKS: 38 weeks year
PAID WEEKS: 43.51 paid weeks per year
WORKING DAYS: Tuesday & Thursday 8:45am - 3:15pm (1/2 hr lunch)

Appointment to School: 2nd December 2019

Responsible To: Headteacher & SBM

	Main Duties
1.	<u>Finance</u> Under the supervision of the Admin & Finance Officer (direction) & SBM (approval): <ul style="list-style-type: none">• Enter invoices for payment on SAGE• Be responsible for the control and re-ordering of general stock, taking account of “value for money”. Research the best “value for money”. Maintain sufficient supplies, raise purchase orders on SAGE and oversee receipts and payment.• Raise IRRF's• Enter receipts & payments on ParentPay
2.	<u>Admin Responsibilities</u> <ul style="list-style-type: none">• School Milk processes• Postage• Pupil Absence Requests• ParentMail letters and forms• Update staff ID board• Departmental typing & photocopying• Assist the Admin & Finance Officer and Head Teacher with the weekly newsletter• Keep up to date records of staff CPD• Undertake general administration tasks e.g. book transport, training courses.• Assist the Deputy Head with admin for after school clubs
3.	<u>Reception Duties</u> <ul style="list-style-type: none">• Act as front of house receptionist• Deal with: telephone and personal callers, parent enquiries, deliveries and collections, receipt of cash for trips etc• Check admin@ email address regularly throughout the day

5.	<u>SIMS</u> <ul style="list-style-type: none"> • Ensure attendance recording for each pupil is correct every morning and completed on SIMs as soon as possible, before 9:15am and again in the afternoon before 1:10pm. • Produce an unexplained absence report and phone parents of children with no record of reason for absence to enquire why pupil is not at school and correct absence reason is recorded in SIMS • Maintain pupil records, including KS1, KS2 & EYFS Assessments and Phonics. • Assist Admin & Finance Officer with SIMs reports
6.	<u>General</u> <ul style="list-style-type: none"> • Assist the Admin & Finance Officer, SBM & Headteacher when required to do so with admin work.
	The above list is not exhaustive - other admin jobs may be added as and when required.

Supervision and Management

The job holder has no regular responsibility for supervising staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)

The job holder works within a general framework of recognised procedures but develops systems to improve processes and regularly drafts correspondence, newsletters and fliers.

Key Contacts and Relationships

The jobholder works closely with the Head Teacher, School Business Manager and Admin & Finance Officer for day to day work and with all other school staff for information exchange.

Liaises with the Wiltshire County Council and Excalibur.

May be the first point of contact for enquiries from parents or carers

Outside companies in dealing with goods and services.

Decision Making

The jobholder operates to clearly defined rules and procedures but within these there are limited choices to be made, e.g. who to refer a query to when working on reception duties.

Resources

The job holder is responsible for handling incoming cash.

Working Environment

The job is normally subject to interruptions e.g. from visitors or telephone callers, pupils and staff, and occasionally this leads to the jobholder switching to a different programme of tasks. There is occasional background noise from pupils. The jobholder has contact with the general public and this may be on contentious matters.

Knowledge and Skills

The jobholder needs the ability to undertake a variety of administrative tasks in a school setting. This requires a good standard of practical administrative skills, including handling of callers, maintenance of records on the database and Office 365 skills.