



St. John the Divine Church of England Primary School

The Application Process

Application deadline:

Completed application forms must be received by Friday 21st February 2020

Shortlisting:

Shortlisted candidates will be contacted on Monday 24th February 2020

References:

The post is subject to satisfactory references and, on shortlisting reference requests will be sent out.

Interviews:

Interviews will take place on Thursday 27th and Friday 28th February 2020

Visits to the school are welcomed and encouraged.

If you would like to visit the school please email admin@sjtdprimary.org.uk

The application process

If you are interested in applying for the post then you will need to complete the attached application form and provide a supporting statement addressing the points noted in the person specification.

Your application should be returned to:

Mrs C Warland

St John the Divine CoE Primary School

Warham Street

London

SE5 0SX

This position is exempt from the Rehabilitation of Offenders Act 1974, you will be asked to apply for an Enhanced Disclosure from the Disclosure and Barring Service. Further information about the disclosure can be found at www.dbs.gov.uk and in the application pack.

St John the Divine Church of England Primary School



JOB DESCRIPTION: Administrative Officer

Job Title/Post: Administrative Officer

Hours: Monday to Friday 8:00am – 4pm (timings negotiable) – Term time only

Salary: Salary: Scale 6 – Point 18 - 20

Responsible to: The Head teacher

Purpose of the role:

To be responsible for the effective management and running of the school administrative systems and all that this implies, devising new systems or revising systems as required. To provide a comprehensive administration and reception service including IT, and financial services to meet the needs of the staff, children, parents and visitors to the school.

Manage an effective reception service for staff, children, parents/carers and visitors

- To contribute to the overall ethos/work/aims of the school and meeting the needs of children.
- To be responsible for the efficient running of the school office with overall responsibility for customer care
- Act as one of the first points of reference, receive callers, children, parents, visitors and telephone enquiries.
- Offer helpful, friendly, approachable service and take appropriate action on own initiative, resolve minor matters, refer more serious matters to appropriate members of staff
- Greet all visitors in a courteous and efficient manner and answer visitors queries as far as possible
- Screen and monitor all visitors to the school ensuring that identification is checked, visitor badges provided and visitors are escorted to where they are going
- Respond to general enquires
- Ensure parents sign the late register, for all children arriving late
- Maintain visitors sign-in register
- Check and acknowledge school emails every morning and then regularly thereafter during the day. Forward messages to appropriate staff and ensure the inbox is free of read messages.
- Check the answer phone messages every morning and thereafter during the day
- To deal with telephone enquiries to the school, making outgoing routine calls as requested. Logging calls made
- Maintain the school diary and online calendar
- To be responsible for keeping personal work station and the general office/reception areas tidy and professional, maintaining a clear and tidy working environment that meets health and safety requirements, promotes an efficient image of the school's administration and reflects the ethos of the school
- Update and remove old notices from noticeboards
- Remove old notices and leaflets in the Foyer
- To undertake clerical support to teachers as required :photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Prioritise workload and work flexibly and responsively

Correspond with parents, carers, Governors and outside agencies maintaining excellence in

communication

- To be responsible for the design and effective operation of administrative procedures.
- To use the school's text message / email communication system to send out letters and reminders to parents as directed
- To be responsible for drafting letters and texts to parents on behalf of class teachers
- To respond to parents enquires in a timely and professional manner
- Under the guidance of the Head Teacher, assume responsibility for design, production, upgrading, editing and distribution of school policy documents, curriculum policies, staff handbook and school prospectus. Update all information in accordance with LA and DfE regulations and maintain an up to date portfolio of documents in hard copy and digitally.
- To be responsible for liaising with outside agencies – responding to requests for meetings, timetabling, preparing agendas, collating papers

Manage post and deliveries

- Open and stamp all correspondence on a daily basis
- Distribute to appropriate staff on day of receipt
- Be responsible for dispatching outgoing post daily
- Ensure sufficient stamps available

Admissions

- To be responsible for the administration of admissions for the main school and nursery, within the school's admissions policy
- Follow the admissions timetable – ensuring that the correct admissions policy and forms are distributed and filed.
- Monitor school waiting list and present relevant information to admissions panel
- Respond and / or provide support to parents on the admissions process
- Ensure all admission application forms are kept up to date, also the contents of the 'Welcome Pack' etc.
- Liaise with the Local Authority, in particular with the online Reception class admissions system

To be responsible for the management and maintenance of pupil records

- Set-up and maintain pupil records and files.
- Maintain pupil files and collect reports – complete CTF where pupils move school
- Liaise with SENCO on all pupils with special needs.
- To ensure that the pupil database (INTEGRIS) and other pupil records are properly maintained and regularly updated.
- To support the SENCO in coordinating and preparing for annual reviews and other multi-agency meetings.

Registers

- Ensure school registers and dinner registers are maintained
- To follow up all absences, checking the absence email account and answer phone messages before making first calls to parents
- Log all absence/ punctuality information on Integriss
- To ensure the maintenance of daily registers for staff attendance and monitor staff absence, informing the Head Teacher when further action may be required.

- To follow the expectations set out in the school's attendance policy

Undertake appropriate administration to support the provision of school lunches

- Be responsible for collecting dinner money from parents and issuing receipts
- Collate daily school meal numbers and inform the kitchen
- Produce school meals statement of account to parents
- Email school meals statements to parents fortnightly
- Complete weekly numbers for school meals report to contractors weekly
- Identify pupils entitled to free school meals - complete forms, run checks through the Local Authority

Manage school and office supplies as required

- To develop systems to ensure effective control and monitoring of school resources and office supplies. To be responsible for selecting resources, ensuring value for money.
- Photocopy documents as required by teachers
- Ensure photocopier is refilled with paper and toner
- File documents as to facilitate efficient retrieval

School uniform and stock control

- To oversee the online procedures for ordering school uniform and ensuring parent queries are dealt with in a timely manner
- To be responsible for auditing and ordering of all school stock – working in partnership with the school's Finance Officer
- Place all orders for goods and services
- Ensure sufficient administrative stock available
- To receive and check the contents of parcel deliveries against the purchase order and distribute as necessary

Organising School trips and extra-curricular activities

- Assist teachers in the arrangements for school trips
- Liaise with venues, coach hire companies etc. ensuring value for money and health and safety requirements are met
- To draft permission letters, collect permission slips and record payments, alerting the class teacher where no response has been received and following up with parents when requested

General HR administration

- To ensure that all personnel files are updated and maintained.
- Enter new staff onto Integris, including qualifications, checks, etc. and to liaise with colleagues to set up email accounts etc.
- Complete statutory returns related to staff as may be required by the Local Authority and or DfE
- To carry out such other confidential personnel work or other tasks which may be required by the Head Teacher.
- Maintaining confidentiality at all times and the highest level of professional integrity.
- To be aware of the responsibilities of data protection for the security, accuracy and significance of the personnel data held in school's systems.

Sickness and absence

- To proactively manage the sickness absence monitoring procedures
- To record all sickness absence and provide the Head Teacher with regular monitoring reports
- Monitor sickness absence in terms of duration, absence, patterns etc.
- Forward monthly absence details to the Local Authority
- Process staff annual leave / special leave requests – keeping track of authorised leave

Performance and Line Management

- Regularly review own practice, set personal targets and take responsibility for own personal development
- Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges
- Keep an up to date professional portfolio (CPD file)

Staff Professional Development Records

- To maintain records of training applied for, agreed and undertaken by all staff
- To circulate training information sent through from the Local Authority, Southwark Diocesan Board of Education and other parties.

Miscellaneous

- Prepare and produce pupil lists and data as required.
- To administer first aid as required, and to ensure that medical supplies are adequate and up-to-date
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Take minutes in meetings as and when required
- Undertake any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the recognised Trade Unions.

Safeguarding

To remain vigilant and do everything possible to protect pupils and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report to the Head Teacher any incident of this nature you witness, hear about or suspect.

Health and Safety

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to

take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedure and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 1998 for the security, accuracy, and significance of personal data held

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Person Specification: Administrative Officer

Job Title/Post: Administrative Officer

Hours: Monday to Friday 8:00am – 4pm – 4pm (timings negotiable) – Term time only

Salary: Scale 6 – Point 18 - 20

Responsible to: The Head teacher

Qualifications	
Essential	Desirable
GCSE/ 'O' Level Maths and English – grades A – C	Higher Education Qualification – Degree or equivalent
A Levels / NVQ	Relevant personnel / human resources qualification
ICT qualifications – Microsoft accredited in word, Excel, Publisher	First aid Qualifications
	Safeguarding / Safer Recruitment Training
Experience	
Essential	Desirable
Excellent communication and interpersonal skills - able to deal with a variety of people, including pupils where necessary, sensitively, emphatically and, when necessary, assertively	A working knowledge of Integris
Experience of working in a school office setting	
Excellent communication skills – written and oral	
Experience of dealing with queries from parents, children and the public	
Experience of composing letters and emails to a variety of audiences, to a high standard	
Good time management skills – be able to prioritise work and to cope with conflicting demands, deadlines and interruptions	
Knowledge	
Essential	Desirable
Understanding of the importance of confidentiality and an appreciation of the implications of the General Data Protection Regulations	Safeguarding / Safer Recruitment Training
Understanding of the context in which school are operating	
An understanding of Health & Safety related to the post	
General	
To uphold the ethos and values of the school at all times through actions, interactions and personal presentation	
Demonstrate a commitment to equal opportunities	
A willingness to undertake training	
To have a knowledge of and a regard for Child Protection Procedures and an understanding of the application in the work place	