

JOB DESCRIPTION
<p>Main Purpose of the Job</p> <p>The administration officer role is responsible for ensuring the efficient and effective organisation of school processes, procedures and policies to deliver the best possible customer service to all stakeholders to Larkhall Primary Campus. They will administer the clerical systems and reception service and ensure the secure, efficient operation of the school’s computer-based administration systems.</p>
<p>Reporting to:</p> <p>Senior Admin Officer and Deputy Headteacher</p>
<p>Duties and Responsibilities:</p> <p>Administration</p> <ul style="list-style-type: none"> → Receive visitors – staff, parents, pupils, deliveries and general public – providing assistance to them, and effectively distributing everything received. → Deal diplomatically with telephone enquiries and visitors to the school → Operate switchboard, transfer calls, take messages, deal with queries. → Undertake word processing of correspondence, photocopy and collate documents etc. In particular, prepare a fortnightly newsletter for parents. → To operate all computer-based and manual administrative and clerical systems within the school. → To undertake administrative and financial tasks in accordance with agreed policies, appropriate legislation and financial regulations. → To undertake collection, handling, recording and banking of cash and related tasks, including the financial administration of school meals, all in accordance with financial regulations. → To ensure that computer-based and manual filing systems are maintained. → To ensure daily monitoring of emails, disseminating information as required. → To distribute internal and external mail and administer effective communication both by written documentation and email within the school and to parents. → To prepare letters and provide clerical support for the school and governing body as required, including word processing, photocopying, faxing and arranging appointments and meetings and other clerical duties as required. → To maintain data protection and confidentiality at all times. → Draft and type correspondence, reports and other documents for the Head Teacher. → Effective management and coordination of the school diaries. → Photocopy, distribute and filing of documents as appropriate for SLT <p>Statistics and Data</p> <ul style="list-style-type: none"> → To administer all procedures for school attendance → To liaise with the Education Welfare Officer regularly with regard families causing concern with attendance

ADMINISTRATION OFFICER JOB DESCRIPTION AND PERSON SPECIFICATION

- To prepare and maintain attendance registers and keep records of pupil absences, write to parents of the pupils about the absences and complete pupil absence forms for DFE.
- Administer procedures relating to pupils transferring or leaving the school.
- Enter pupil data on joiners and leavers on system.
- Maintain Pupil Database and process transfers. Assist in the production of reports, lists and other information. Provide statistics from Pupil Database to internal and external bodies.
- Assist with pupil data by ensuring that all required pupil data is up to date and accurate i.e. FSM figures, ethnicity codes, SEN status, pupil results and issue UPNs.
- To understand and comply with all school policies and legislation as required.

Other

- Other ad hoc tasks as required by the Deputy Headteacher
- To have due regard for safeguarding and promoting the welfare of children and follow all safeguarding and child protection policies and procedures.
- To carry out any other reasonable duties within the overall function of the post, commensurate with the grading and level of responsibility of the job.

General

Data Protection

- It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.

Equal Opportunities

- To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

- Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

PERSON SPECIFICATION

Professional Qualifications

- Good general level of education, as may be indicated by A-level standard or possess an equivalent level of skills, knowledge, and experience.
- A good knowledge of Health & Safety, Data Protection and School compliance obligations and standards as it relates to the duties of the post

Experience

- Working in a similar type role for an educational setting undertaking a range of administrative support.
- Highly proficient in using SIMS, or similar, to an advanced level, or willing to be trained to do so.
- Highly efficient use of all core Office programs, including Outlook and Microsoft Teams.
- Ability to acquire a good working knowledge of the School's processes and policies and to utilise this knowledge to provide efficient support to the School Business Manager and Senior Leadership Team.
- Developing and maintaining administrative systems and procedures.
- Prioritising and managing a varied workload, making key decisions under pressure, working to meet targets over a sustained period of time without compromising on the quality or accuracy of the work produced.
- Liaising and communicating with senior and external stakeholders tactfully, effectively and to a consistently high standard.

Technical Skills and Knowledge

- Excellent written communication skills in producing a wide range of documentation and correspondence to a very high standard.
- Excellent interpersonal skills with the ability to build effective and constructive relationships with the Senior Leadership Team management team, internal and external stakeholders.
- Ability to develop, review and maintain administrative systems and procedures.
- Proactive approach to planning and prioritising work, with the ability to use initiative appropriately.
- Ability to accurately take / write minutes using shorthand.
- Ability to undertake detailed research with ability to translate information gathered into summaries, briefings, and reports for senior members of staff.