

<b>Job Title</b>	<b>Senior Administrative Officer</b>		
<b>Location</b>	Ugborough Primary School		
<b>Reporting to</b>	Head Teacher		
<b>Post Number</b>		<b>Grade</b>	<b>D</b>

**Job Purpose including main duties and responsibilities:**

**PURPOSE OF JOB**

To provide financial, administrative and organisational support to the school.

The role and work of the School Administrator involves dealing with sensitive and confidential information regarding staff and pupils. It is essential to maintain the highest level of confidentiality in relation to all school matters.

Ugborough Primary School and Westcountry Schools Trust are committed to safeguarding and promoting the welfare of children. All staff employed at our school must be dedicated to securing the safety and well-being of children.

**MAIN DUTIES AND RESPONSIBILITIES**

This job description refers to the principal duties and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

**FINANCIAL**

To assist in some financial administration procedures such as raising purchase orders on the finance system, PS Financials. All financial procedures to follow the WeST Financial Scheme of Delegation as advised by mentoring from Senior Administrator and School Business Accountant

To process the orders once approved and be responsible for checking receipt of goods and updating the finance system.

To process invoices with the support of the Senior Administrator.

To hold the school credit card, ensuring correct procedures for use followed.

To provide basic information to assist the Senior Administrator with the more complex tasks such as the school bank reconciliation, payroll queries etc.

To maximise income generation within the ethos of the school.

To be responsible for the booking and financial arrangements for school visits to include maintaining records of parental contributions to educational visits.

To manage parental contributions for school lunches and school trips via the cashless payment system School Comms

To manage staff payments for school lunches via School Comms

To be responsible for the letting of the school premises to outside organisations and school staff in accordance with Trust policy, including raising any Sales Invoices for lettings.

## **PERSONNEL**

To process all documentation required for teaching and non-teaching staff appointments or changes, including DBS and other pre-employment clearance checks

To ensure safeguarding checks are carried out for all staff, volunteers and other adults on the school premises and maintain a single record for all such checks

Administer all staff leave and sickness

To ensure all overtime, supply hours and absence information is passed monthly to the Senior Administrator for processing on iTrent

Arrange for teaching supply cover as directed by the head teacher.

## **ADMISSIONS AND ATTENDANCE**

To provide for the preparation and production of all school records and publications.

To act as correspondent for DfE and to be responsible for the records and returns required.

To maintain Pupil Records (health check forms, home/school agreement, parent permission forms, website agreement forms, data check forms etc) including when appropriate the Assessment Process.

Process daily pupil attendance ensuring reasons for absence are obtained and reported significant non-attendance to the Head teacher and DSL. Reporting within the agreed time frame, detailed attendance data and liaise with the Educational Welfare Officer, Head Teacher and DSL.

To provide advice to Head teacher and Governance on admissions and appeals policy

To be responsible for all admissions, administration and induction of new parents and pupils.

To be responsible for pupil attendance records and reports to relevant agencies.

To prepare and maintain school / class and house lists

## **PREMISES**

As directed by the Head teacher, arrange for repairs and maintenance of the school premises and equipment to be carried out.

Keep under review the suitability of ICT equipment and liaise with WeST ICT regarding updating and improvement

Offer assistance to teaching staff in the operation of ICT equipment

## **SENCO / DSL Support**

To support the SENCO and DSL by operating systems such as Early Help, EHCP Hub and organising meetings accordingly. Minute taking and reporting back to the staff and agencies involved.

## **WHOLE SCHOOL ADMINISTRATION**

To be a welcoming, first point of call, to parents, children and visitors

To be responsible for the systems and general management of the school's administration, the implementation of appropriate Management Information Systems and the full computerisation of the administration record system

To keep records in accordance with the school's record retention schedule and GDPR, ensuring information security and confidentiality at all times. To have an awareness of GDPR and its importance in schools

To produce a draft School and Workforce Census – responsible for collecting information and completing for final approval only by Head teacher.

To be responsible for storing and retrieving information on a wide variety of issues via an up to date filing system, and electronically

To be responsible for obtaining the necessary licenses and permissions, and ensuring their relevance and timelines.

To act as personal assistant to the Head teacher:

- a. Ensure Head teacher responds to post/letters in timely manner
- b. Typing minutes of Head teacher meetings when required
- c. Responsible for email distribution, response and management;
- d. Manage Head teacher's diary and arrange appointments.

To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records, telephones and publications, booking and recording of supply teachers.

To act as correspondent for the DfE and to be responsible for the records and returns required.

To carry out clerical e.g. photocopying, collating of reports and documents, typing, being contact for parents when notifying of sickness absence etc when required

To maintain the Inventory/Equipment Register

To manage the ordering, security and dispatch of SATs materials and assessment tests

To maintain SIMS and other record systems

**SUPPORT THE SCHOOL BY:**

Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person

Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop

Contributing to the overall ethos/work/aims of the school

Attending and participating in regular meetings

Participating in training and other learning activities as required

Recognising own strengths and areas of expertise and using these to advise and support others

Respecting confidentiality

Promoting the school at all times

To support the Head of Learner Support with all aspects of record keeping on SIMS

To liaise with SENDco / parents and all outside agencies with regard to appointments, recording and follow up actions.

Manage the school website ensuring that the information is current and relevant.  
Collecting material from staff and uploading when necessary across the school and Trust.

**Person specification:**