



Inspiring curiosity and the
courage to succeed

Richard Atkins Primary School
New Park Road, London SW2 4JP
T: 020 8674 5601
E: admin@richardatkins.org
Headteacher: Ms N McIntosh

Administration Officer

NJC Scale 5, Spine point 12 to 15 (£26,544 to £28,005 pro rata)
Hours: 08.30 – 16.30 Monday-Friday
35 Hours per week (41 weeks per year)

The Governors, staff, pupils, and parents are seeking to appoint an Administration Officer, to support the School Business Manager in providing a highly effective administrative service to Richard Atkins Primary School. The role is pivotal in ensuring the smooth running of the school and ensuring the best possible environment for our pupils, staff and visitors.

The successful candidate will become the first point of contact for parents, professionals, visitors and other school stakeholders and will be responsible for promoting the highest levels of customer service within the post.

This is an excellent and exciting opportunity for an enthusiastic, energetic and flexible person to develop their current skills and knowledge.

Richard Atkins is a warm, vibrant and inclusive school, at the heart of its community. With a purpose driven, high quality provision; we endeavour to foster fundamental values including growth, integrity, courage, excellence, curiosity and empowerment.

We can offer:

- a wonderful vibrant and inclusive school
- purpose driven, high quality provision
- a creative and reflective staff team
- happy, respectful and well-rounded pupils
- strong partnerships with parents, local schools and the Local Authority
- on-going professional development to further flourish your career
- an inner London salary
- good transport links

Further information:

Further details and an application form can be obtained from the school, in person or by email: ncorrea@richardatkins.org

Closing Date: Monday 1st March 2021, 12 noon
Interview Date: Wednesday 3rd March, Time TBC

Please note: Interviews will be held at the school. We will make all possible arrangements to ensure a COVID-19-secure environment. Please contact the school should you have any further queries.

Completed application forms should be sent, for the attention of Natalia Correa Ortiz, to Richard Atkins Primary School, New Park Road, London, SW2 4JP or emailed to: ncorrea@richardatkins.org

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment.

Successful candidates 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.gov.uk/db

www.lambeth.gov.uk

www.richardatkins.lambeth.sch.uk/job-opportunities



JOB DESCRIPTION

ADMINISTRATION OFFICER RICHARD ATKINS PRIMARY SCHOOL

SECTION A: EMPLOYMENT DETAILS

Reporting to: School Business Manager

Job Title:	Administration Officer
Grade:	Scale 5, Spine Points 12 – 15, pro-rata
Hours:	08.30 - 16.30, 35 hours per week
	39 weeks (term time) + 2 weeks

SECTION B: PURPOSE OF POST

To support the Headteacher, Governors, Senior Leadership Team (SLT), and School Business Manager (SBM) in providing a high quality, efficient, accurate, and completely confidential clerical and administrative service to underpin the effective management of Richard Atkins Primary School.

SECTION C: MAIN DUTIES, RESPONSIBILITIES AND ACCOUNTABILITY

General Duties

- To deal with enquiries from staff, parents, children, and members of the public and to refer such enquiries to the relevant staff member as appropriate.
- To ensure all visitors and callers to the school reception receive equal access to services and to ensure their specific needs are met.
- To undertake administrative and clerical work as required by the headteacher, SLT, SBM, and other staff, maintaining confidentiality at all times.
- To maintain the school's filing systems and undertake filing as required.
- To undertake photocopying as required.
- To monitor the school's office email account, responding to enquiries and forwarding on where appropriate.
- To be the liaison point within the school for parents, staff, pupils, and governors.

Pupil Data, Attendance, and Punctuality

- To input pupil details on to SIMS, including making up pupil files and adding to the enrolment register, ensuring that confidentiality is maintained and all records are properly maintained and regularly updated.
- To monitor attendance and punctuality on a daily basis; updating and maintaining daily registers, including fire drill lists, and making telephone calls or issuing letters where no explanation for lateness or absence has been provided by the parent/carer.
- To refer issues of persistent lateness or absence that are a cause of concern to the Deputy Headteacher, and to act on such matters as requested.

- To liaise, as directed, with external agencies where issues related to pupil attendance and punctuality arise.
- To ensure emergency contact information is kept up to date, using SIMS or other systems as appropriate, and to circulate data checking sheets to parents to ensure such information is provided and recorded in a timely manner.
- To input school data and SATS information and produce relevant reports as necessary.
- To make full and appropriate use of available information technology and develop computer-aided administration that supports all the general work of the school, including children's registers, absence monitoring, etc.

School Meals

- To inform the kitchen of the number of meals required for children and adults on a daily basis.
- To produce weekly and monthly returns for dinner money and accounts to identify monies over or underpaid and make appropriate arrangements for refund or collection.
- To process applications for free school meals, keeping appropriate records and reminding parents on an annual basis of the need to re-apply.
- To coordinate Cool Milk applications and weekly orders and returns.

Admissions

- To liaise with prospective parents in respect of booking visits and processing applications to the school.
- To oversee the administration of admissions for the main school and nursery, in line with the school's Admissions Policy.
- To liaise with the Local Authority regarding in-year applications as and when required.
- To maintain the school's files and database for admissions and to ensure accurate lists of children awaiting places, siblings, and future intakes are kept.
- To organise pre-admission meetings, prepare pupil packs, and to ensure that all appropriate paperwork has been completed and distributed.
- To meet with parents and support their applications for admission as required.
- To prepare admission information for SLT/class teachers, parents, the LA, and other relevant agencies as required.

Stationery Stock Management and Deliveries

- Monitoring and ordering stock. Managing stock orders from staff and for coordinators, ensuring that all orders are signed for by budget holders and the headteacher.
- Managing stock cupboards, keeping cupboards tidy, and issuing stock to staff.
- To order stationery consumable stock as required and to check deliveries against delivery notes and invoices.
- Checking deliveries against orders and following up on missing items and returns.
- Liaising with parents and the school nurse to ensure that medical supplies held in school for children are up-to-date and to ensure medical supplies are stored safely and are in date ie. undertaking at least one annual check per year.

Other Duties

- To assist with the collection and processing of payments using the online ParentPay system in accordance with school procedures.
- To prepare cash receipts for banking.
- To organise transport for school outings, liaising with TfL and Lambeth transport provision. Where TfL or Lambeth cannot provide transport, liaise with other local transport providers to obtain the best alternative.
- To coordinate school journey/residential trip, making bookings as necessary and monitoring pupil payments and other funding streams to ensure that all costs are covered.
- To coordinate school photographs, including booking the photographer, organising class timetables and administering, sorting, and distributing photographs.
- To assist the ICT technician in the maintenance and regular updates of the school website.
- To be responsible for the opening and distribution of all correspondence.
- To be responsible for posting mail and parcels as required.
- To respond to routine correspondence and to draft standard letters as required.
- To assist with pupil first aid/welfare duties, looking after sick pupils, and liaising with parents/staff etc.
- To continuously develop your own role, taking responsibility for identifying and addressing training and development needs.
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

SECTION D: GENERAL REQUIREMENTS

SAFEGUARDING

To have due regard for the safeguarding and promotion of the welfare of children and young people and to strictly adhere to the school's safeguarding policies and procedures.

EQUAL OPPORTUNITIES

To adhere to the school's equal opportunities policies and to promote, in a manner commensurate with your role, a fair and inclusive environment for all.

DATA PROTECTION

To be aware of your responsibilities under the Data Protection Act (1984) and the General Data Protection Regulations (2018) and to maintain, when handling sensitive information and personal data, the utmost regard for confidentiality.

HEALTH AND SAFETY

Whilst at work you have a duty (under the Health and Safety at Work Act (1974)) to take reasonable care for the health and safety of the whole school community. This includes taking positive steps to maintain a safe working environment, ensuring nothing you do either through action or inaction puts yourself or others at risk.

SECTION E: FUNCTIONAL LINKS

To work in partnership with the Headteacher, SLT, SBM, Phase Leaders, Class Teachers, and Parents/Carers as required.

SECTION E: CONDITIONS OF SERVICE

The terms and conditions of your post are determined by Lambeth Council and the National Joint Council for Local Government Services. Full details are included in your Statement of Particulars, issued to you upon the commencement of your employment.

PERSON SPECIFICATION

School: Richard Atkins Primary School

Job Title: **Senior Administration Officer**

Directorate: Children & Young People's Service

Grade: Scale 5, 35 hours per week, 41 weeks per year

CRITERIA	EXAMPLES
Qualifications/ Training	<ul style="list-style-type: none">• Good skills in literacy and numeracy (GCSE Grade A – C or equivalent), including accurate spelling, grammar and punctuation.• Appropriate first aid training
Relevant Experience	<ul style="list-style-type: none">• At least one year's experience of working in a similar role.• Experience of working around children/young people, preferably in a school/college.• Experience of providing administrative support and front of house/customer facing service.• Confident experience of using Microsoft Office applications• Confident experience of using school-based ICT, including SIMS.Net and ParentPay
Knowledge/ Skills	<ul style="list-style-type: none">• Ability to create a professional and welcoming office environment for staff, pupils and visitors.• A willingness to undertake further training in order to develop skills related to the post e.g. SIMS, finance packages, and other MIS systems as required.• Good time management skills and able to work under pressure in a busy office environment.• Ability to communicate effectively with a wide range of people in writing, in person, and over the telephone.• High level personal presentation skills.• Ability to respond effectively to staff, pupils, external agencies and the public at all levels, face to face, via electronic communication and over the telephone.

	<ul style="list-style-type: none"> • Proven literacy, numeracy and communication skills including being able to respond appropriately to staff, governors, parents, pupils, the local authority, and outside agencies. • Ability to understand instructions and execute tasks to their conclusion. • Ability to absorb information readily and speedily and work under pressure when required. • Attention to detail & accuracy. • Ability to adapt to both varying tasks and those of a routine nature. • Ability to demonstrate initiative. • Understanding of the need for confidentiality and the ability to provide this. • Ability to deal with contentious / difficult situations. • Ability to work co-operatively and sensitively with others, both independently and as part of a team. • Knowledge and experience of the application of Health & Safety in a school setting • A commitment to and understanding of implementing the Council's/School's Equal Opportunity Policy.
Key Competencies	<ul style="list-style-type: none"> • Teamworking: Works in a positive and co-operative way, learning from others and contributing to the development of the team. • Caring Effectively: Demonstrate sensitivity, respect and kindness towards the school community, ensuring their needs are met within care plans. • Demonstrating Resilience: Demonstrates positive, controlled and consistent behaviour even in crisis situations. • Maintaining Integrity: Maintains personal integrity and adheres to good practice. • Developing New Skills: Is committed to own development: seeks and embraces opportunities to improve skills & knowledge. • Respecting Diversity: Seeks to develop an understanding of different groups and individuals and works to ensure equitable and appropriate treatment for all.
Safeguarding	<ul style="list-style-type: none"> • Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.