

BOUSFIELD

JOB DESCRIPTION

Communications Officer

MAIN PURPOSE OF JOB

Provide a comprehensive written communication service

Responsible for School Admissions

Participate as a responsible and effective member of the administrative team

Communications Service

- Manage verbal and written communications on behalf of and in conjunction with the Headteacher, ensuring the highest quality presentation of documents which should reflect the school's ethos
- Manage confidential correspondence, type reports and take minutes of meetings
- With guidance of Headteacher, design, produce and upgrade policy documents, etc.
- Update all school information in accordance with DfE and LA regulations
- Produce reports for the Governing Body as instructed by the Headteacher and assist in the compilation of agendas
- Quality control all communication sent on behalf of the school, governors and parent organisations
- Design, edit, produce and distribute the school newsletter
- Produce and distribute general letters/emails to parents
- Deal with all in-coming emails and/or forward to appropriate person

Admissions

- Overall responsibility for admissions throughout the school
- Liaise with LA regarding central admissions system and appeal procedures
- Liaise with prospective parents regarding admissions paperwork ensuring the school receives accurate information
- Co-ordinate Reception Tea Party
- Arrange meetings between prospective parents and Headteacher prior to admission
- Update the Secondary Transfer Information Pack for Years 5 & 6 on an annual basis

Database Management

- Ensure accurate data is input on SIMs for all children new to school including the import of Common Transfer Files
- Interrogate database of pupils in Sims.net
- Research, prepare and complete a range of statistical information and returns as required by DfE, LA, Headteacher and Governing Body
- Produce a termly School Census return for the DfE
- Produce data reports for Classteachers and Inclusion Team

Administration

As part of the administrative team, act as one of the first points of reference:

- Handle telephone enquiries, in a helpful, friendly, approachable way
- Take appropriate action on own initiative, resolve matters where possible or refer to appropriate member of staff
- Maintain an accurate register of school policy documents ensuring review dates are known and met as far as possible
- Take overall responsibility for maintaining records of Governors Meetings, liaising with Governors to organise training and Parent Governor elections.
- Be first point of contact for Friends of Bousfield, the school's parent fundraising organisation
- Maintain a general and confidential filing system

Professional Development

- Attend training courses to update skills
- Attend staff INSET where appropriate
- Participate in performance management

Other

- Be aware and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Ensure equal opportunities for all
- Contribute to the overall ethos, work and aims of the school
- Support the role of other professionals
- Undertake such other duties as the Headteacher from time to time may direct