

## Job Description and Person Specification

<b>Job Title:</b>	Administrative Officer	<b>School Name:</b>	Beormund Primary School
<b>Grade and Range:</b>	School Business Manager Grade 5, spine point 6-13 FTE £26,625 – £29,853 Actual Pro Rata £23,009-£25,799	<b>Hours:</b>	36 Hours Per Week (8am start)
<b>Reports to:</b>	School Business Manager	<b>Working Pattern:</b>	Term Time only – 39 Weeks
		<b>Supervises:</b>	None

### Purpose

The Admin Officer is responsible for supporting the administrative, financial and organisation processes of the school. To maintain accurate accounts and systems of financial control as regards delegated financial duties.

As part of your duties:

1. To be responsible for assisting in managing the school office.
2. To assist in the maintenance of the various school computerised databases of pupil and staff information.
3. To provide reception and administrative support to the school as required.
4. To be the first point of contact for parents and visitors to the school.
5. To be responsible for administering First Aid and prescribed medication taken by pupils where necessary during the day.
6. Financial administration as required.

### JOB CONTENT

*Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.*

#### 1. Responsibility for assisting in the smooth running of the school office, including:

- Liaising with the School Business Manager relating to work to be undertaken by the office.
- Ensure the school office is organised efficiently dealing with external visitors, parents by telephone, email, text and face to face.
- Control access to the school in line with the schools safeguarding procedures including signing in visitors, checking identification as necessary, issuing passes and notifying them of the safeguarding and safety procedures.
- General word processing, use of powerpoint/publisher for presentations and posters and production of charts/graphs using excel.
- Organise and book offsite enrichment activities in conjunction with the EVOLVE Lead/s and class teachers.
- Manage appropriate storage of school and office resources.
- Provide administrative support to the senior leadership team where appropriate.
- Maintain the operation of the photocopiers to ensure they are ready to use at all times and resolve any issues as necessary.
- Manage and organise completed forms from parents/carers.
- Keeping records in accordance with the school's retention of records schedule and data protection law, ensuring information security and confidentiality at all times.
- Oversee the general administration of school dinners and packed lunches.

#### 2. Assisting in the maintenance of the various school computerised databases of pupil and staff information, including:

- Responsible for keeping accurate records of pupil attendance, maintaining the school's database of pupil attendance records, liaising with teachers, family early help team and school nurse.

- Maintaining other information databases relating to pupils in order that the school data is accurate and up to date
  - Complete the termly school census.
  - Sourcing pupil information from previous settings.
  - Collating information for Personalisation folders.
  - Liaise with the school nurse on case load reviews, health review appointments and follow ups at the school.
- 3. To provide administrative support to school staff as appropriate, including:**
- Assisting school staff in all aspects of school life including contacting parents and pupils where necessary, liaising with the teacher on outcomes, PLP days, coffee mornings and other activities as required.
  - Supporting with school lines of communication e.g. by passing messages, sorting post, text to parents, emails and the school diary & board.
  - Attend and minute meetings on issues as and when required and taking notes and minutes and sharing to all relevant parties.
  - Assist with organising meetings and events including the organization of rooms and equipment and providing refreshments as required.
  - In liaison with other school staff, maintain a confidential filing system.
- 4. Financial Administration.**
- To be responsible for accounting procedures in the school with regards to school journey accounts, uniform sales, charity days, stationery and weekly shopping ordering and delivery.
  - Process invoices.
  - Receiving and signing for deliveries.
  - To keep a record of income & expenditures and process payments of the above.
- 5. Other**
- Any other reasonable request by the Senior Leadership Team.

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**General Statements**

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

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**To contribute as an effective and collaborative member of the School Team**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.



	<p>children's barred list (and adults barred list where relevant) should not apply.</p> <ul style="list-style-type: none"><li>• An understanding of the principles of Keeping Children Safe in Education and a commitment to ensuring the health, safety and wellbeing of all children.</li></ul>	E	
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