

Job Description and Person Specification

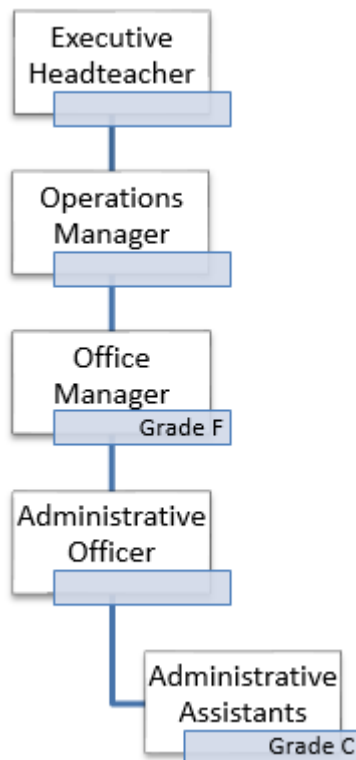
Job title	Administration Officer
School	John Rankin Schools
Salary grade	
Work location	Across the Federation
Reports to	Office Manager
Supervises	Administrative Assistants

JOB PURPOSE

To provide administrative and organisational support to the Office Manager.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART



MAIN DUTIES AND RESPONSIBILITIES

- Assist the Office Manager with the pupil admissions procedure
- Upkeep of registers for whole school and contacting parents re. absence

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- Maintain pupil information on SIMS
- Monitor pupil medication and Health Care Plans, including liaising with other health care professionals
- Administration of first aid processes including the maintenance of supplies and training records
- Manage pupil data, ensuring that all the necessary changes are made to the school's online payment platform
- Ensure numbers on roll in the nursery are kept up to date
- Populate parent session preferences for both the school's nursery and wrap around care
- Ensure that parents are notified of updates to their accounts, payments due and chasing debts when required
- Ensure that lettings information is up to date on the school's online payment platform, including annual hire agreements and insurance cover
- Assist with the organisation of parent evenings
- Assist with the preparation and publication of paperwork relating to whole school events including the school's half-termly newsletter
- Assist with census and other statutory returns
- Maintain appropriate pages on the school website ensuring they up to date
- Assist with end of year reports and processes
- Coordinate teacher-led clubs
- Perform additional duties in the absence of other team members on the direction of the Executive Senior Leadership Team
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with school health and safety policies, procedures and rules, taking reasonable care of self and others.

SCOPE (impact on/control of resources, people, money etc)

This role has no budgetary responsibility and no line management responsibility.

PERSON SPECIFICATION	Essential/ Desirable
Qualifications	
GCSE grade C in English and Maths or equivalent	Essential
First Aider qualification	Desirable
Experience	
Line management or supervision experience	Essential
Experience of working in an office environment	Essential
Knowledge and understanding	
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	Essential
Sound understanding of office equipment including photocopiers, printers etc.	Essential
Skills and abilities	
Ability to use Outlook, and a web browser to access information	Essential
Competent user of Microsoft Office (Word, Excel, PowerPoint etc)	Essential
Ability to relate to teaching and non-teaching staff with ease	Essential
Confident, patient and tactful approach to staff enquiries and complaints	Essential
Sound communication skills	
Ability to use Outlook, and a web browser to access information	Essential
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	Essential
Work-related personal qualities	
Ability to remain calm and relaxed under pressure	Essential
Ability to establish and develop positive relationships with all those involved in an organisation	Essential
Flexible and approachable	Essential
Resilient under pressure	Essential
Other work-related requirements	
Commitment to undertake work-related training as required	Essential
This role has been identified as public facing in accordance with part 7 of the Immigration Act 2016 and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	Essential