

**Job Title: Admin Officer**

**Responsible to: Head Teacher**

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**Main duties and responsibilities**

**Administration:**

- Competent use of the academy's administrative systems, to ensure that these functions support the management of the academy in an efficient and effective manner.
- To provide support to the Academy Head with regards to confidential reports, statistical returns and records including publication of handbooks, prospectuses and other cyclical administration requirements. Leading on all matters related to admissions and pupil transfers to and from the academy (where applicable)
- Leading on Free School Meal administration
- Database management and analysis including data input and manipulation of data to generate tailored reports
- Prepare presentations, reports and newsletters for the academy head
- Ensure confidential, tactful and secure management of sensitive information
- Complete administration for end of year processes, children leaving and/or moving to new schools and collating records
- Provide the appropriate administration for admissions and exclusions
- Lead on administration for Nursery and After School Club including voucher system claims
- Manage and analyse data base and complete data returns e.g. school census
- Liaise with colleagues, children, parents and other agencies to ensure the smooth and efficient operation of the academy office
- Support Inclusion Leader with appointments & paperwork
- Ensure clear and efficient record keeping e.g. overseeing the archiving/destroy records as appropriate, supporting parent requests for SAR/FOI
- Support Academy Head with newsletters, supply cover and confidential correspondence etc.
- Manage local DBS and right to work checks
- Record absences/extra hours for staff
- Access GDPR portal and DPIA as appropriate
- Update Academy website and ensure that it is compliant
- Review/maintain red file for health and safety
- Work closely with the site manager to ensure that contractors can access the academy as necessary
- Where applicable – administration for the Academy minibus

**Pupil Welfare:**

- Report Accidents requiring an OSHENS report
- Support the Admin Assistant in all tasks to support pupil welfare

**Finances:**

- Complete end of year procedures and financial reconciliation of school fund
- Use financial system (Access) to raise orders and goods received
- Administration of vouchers
- Oversee purchases on school purchasing card

**Other:**

- Line Manage the Admin Assistant in the Academy.
- Work within trust policies and procedures, including participating in performance management and professional development as required.
- Follow health and safety procedures and support site manager to ensure that contractors have appropriate access to the academy.
- Supporting staff as required.
- Undertake any other duties as required by the Head Teacher.
- Take an active role in supporting and developing a culture of team working for the benefit of the children.
- Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the academy.
- Develop and maintain effectiveness as a member of the academy staff by taking responsibility for own continuing professional development.
- Provide effective support for all other members of the academy staff by sharing own knowledge and expertise in a professional and constructive manner.
- Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

**Additional Information:** *This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. It may be amended from time to time in consultation with the post holder concerned and duties may vary from time to time without changing the character or general level of responsibility.*

## Person Specification – Admin Officer

Qualification and other required skills	Essential	Desirable
Excellent communication skills	X	
Recent experience of working with children age 4-11		X
Good organisational skills	X	
Good knowledge and understanding of equal opportunities and special educational needs	X	
First Aid qualification (Paediatric First Aid)		X (Provided)
Food Hygiene Qualification		X
Experience of administration systems	X	
Competent in using computer systems including email and Microsoft Word	X	