



## **Broom Valley Community School – Job Description**

**Job Title: Administration Officer (Band D) 37 hours per week, term time only, plus 2 inset days**

### **PURPOSE OF THE JOB:**

To ensure that the school provides a welcoming and efficient office support for the school, parents, pupils and visitors. To provide efficient, effective administrative support to the Office Team, Senior Leadership Team, school staff and Clerk to Governors.

**RESPONSIBLE TO: School Business Manager**

### **DUTIES & RESPONSIBILITIES**

#### **ADMISSIONS & ADMINISTRATION:**

- Admission of all pupils, including showing around school, completion of forms
- Updating Sims (school information management system) – all pupil and staff information
- Recording of dinner orders daily and liaising with kitchen
- School Census every term
- Letters, texts, emails to parents
- Post incoming and outgoing
- Photocopying
- Answering telephone and dealing with parent and pupil queries
- Reception Duties
- Filing
- Hospitality for visitors, school events, governor meetings and parents' evenings
- Support School Business Manager, Business Support Officer and Attendance Officer as required

#### **FINANCE:**

- To place orders every term for Breakfast Club
- To place orders every week for the School Tuck shop
- To assist in the administration of Free School Meal vouchers for holidays
- To assist in the administration of Healthy Holiday club vouchers for pupil premium children – termly.
- To check off deliveries to purchase orders
- To place milk orders every week for infant pupils.

#### **GENERAL DUTIES**

- Communicate effectively with families and visitors
- Signpost families to sources of advice and guidance
- Manage and maintain diary schedules and appointments for the Head Teacher
- To demonstrate strong interpersonal skills when dealing with staff, pupils, governors, parents and all external agencies.
- To be aware of all issues relating to equal opportunity and ensure equal opportunities for all.

- To undertake professional development and training, as and when appropriate.
- Administer First Aid as and when required
- Esign – making sure children who are late sign in. Ensuring children going out for appointments sign out and sign back in on return.
- Ensure visitors to school sign in (Check DBS details)
- Collect children from class to attend appointments (request confirmation from parent)

The post holder's duties must be carried out in compliance with the Health and Safety at Work Act (1994) and subsequent health and safety legislation.

**These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other responsibilities commensurate with the grading of the post, without changing the general character of the post.**

**This document sets out the key elements of the post. Consultation about the Job Description between the Headteacher (or her/his representative) and the post holder may take place at any mutually agreed time, and only after such consultation will changes in the Job Description take place.**