



Job Description

Post: Admin Officer

Responsible to: Federation Business Manager

Hours: 36 per week

Working weeks - 39 weeks (term time plus 5 INSET days. One additional day worked in the school holidays to complete an asset register audit)

Purpose:

The purpose of this role is to provide support to the staff and leadership of the school. The post holder will be responsible for the maintaining online systems within the school and processing orders when they arise. They will also assist the FBM with Administration projects, such as implementation of new platforms / software across the school..

Main Duties

1. To take responsibility for the administration of regular school events to ensure their organization and smooth running
2. To work as part of the school office team to support its function
3. To promote high quality communication between all members of the school community
4. To work as part of a team to make a positive contribution to children's learning and well-being within a happy and caring environment
5. To contribute positively to and support the vision, aims and overall ethos of the school

School Meals

- Administration for Free School Meals including liaising with the local authority, processing and maintaining an accurate record of the FSM entitlement of families at HJS and updating the schools MIS. Ordering FSM vouchers and helping families access food bank vouchers and the Hampton Fund when required
- Administration for school meals including daily attendance, sending reminders, monitoring, liaising with the SMSA team and Kitchen staff

Administration

- General office duties using administration time efficiently and effectively to ensure the smooth running of the school office
- Provide general support in communication with parents and staff
- General Reception duties as required, including answering the telephone, dealing with enquiries and admitting visitors into the school as per agreed processes



Hampton Junior School

- Manage and maintain the HJS asset register; record any new IT equipment purchased, manage loan of equipment, advise the FBM if any assets go missing, need to be written off or replaced, and arrange for secure disposal of ICT equipment that is at the end of its life. Complete an annual audit of the asset register
- Add payment items to Arbor and assign them to the appropriate groups of pupils/staff. Monitor that items have been paid and follow up with emails / telephone calls as necessary
- Manage the administration of the Inventory sign in system including resolving issues, amending groups, setting up staff
- Transfer and request safeguarding and SEN information for joiners and leavers
- Process and verify DBS applications for staff, governors and volunteers in accordance with the DBS ID checking guidelines
- Arrange swimming lessons, including booking the pool, collecting parental contributions and monitoring payments. Send information to parents and arrange special arrangements for children traveling to the pool and payment difficulties
- Generate staff computer log ins and liaise with the ICT contractor to resolve ICT issues
- Administration of house allocation for new starters (Year 3s and in year admissions)
- Clubs administration; updating registers and sharing them with staff and liaising with the HoS and PSA to allocate free places for disadvantaged children
- Sports administration for sports team trials and sport fixtures including arranging transport and liaising with the Welfare Assistant to ensure medical supplies are available
- School visits administration; booking TFL transport, liaising with teachers to ascertain cost and collecting payment and permission from parents
- Parent Consultation administration; creating new bookings and ensuring the smooth running of the platform so that parent/carers can book their consultations
- Give administration support to school staff as required
- Any other admin duties as requested by the Federation Business Manager
- Engage in school activities and events outside normal hours and always go 'the extra mile'

Other Duties

To be aware of and comply with the school's policies and procedures relating to child protection, health, safety and security, equal opportunities, confidentiality and data protection, reporting all concerns to the relevant person.

You will be expected to engage in the Performance Management process. These are the key tasks as currently defined and they are not listed in priority order. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the grade and level of responsibility implied in it. You may be required to undertake other duties from time to time as required by the Headteacher and Federation Business Manager. The duties as outlined in this job description may be modified by the Headteacher and FBM, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.