Education School Support Team

JOB TITLE: **Administrative Officer (Primary)**

REPORTS TO: Headteacher

GRADE: **Pay band 5**

SUPERVISES: Administration Staff

JOB PURPOSE:

The Administrative Officer is responsible for organising and managing the day-to-day administrative functions complementary to the teaching activities in the school.

KEY ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

PRINCIPAL RESPONSIBILITIES/DUTIES (to be drawn from the following list)

General office administration

- To provide a full PA service to the Headteacher, often dealing with items of a sensitive and confidential nature.
- To answer the telephone, receive visitors to the school, and answer routine enquiries from pupils, parents, school staff, school governors and outside agencies.
- To undertake typing or word processing of correspondence, collating and distribution of documents and reprographic duties.
- To complete returns (for the Council, DCSF etc).
- To inform the Local Authority of dates/subjects for Inset days.
- To maintain the office records (filing systems, etc).
- To update the school prospectus and policies in conjunction with the Headteacher and distribute accordingly.

- To produce flyers, posters, newsletters, invitations etc in order to keep staff, parents and governors aware of school events.
- To work in conjunction with other school office staff to ensure the smooth running of the office.
- To deal with all Freedom of Information requests and to maintain/update the school's publication scheme.

Management of school office IT systems

- To maintain the school's website and deal with emails to/from the school.
- To act as systems administrator for NGFS.
- To maintain backups of the office computer system and carry out upgrades when required.
- To liaise with all staff to ensure IT requirements/training needs for administration purposes are met.

Financial administration

- To prepare and monitor original and revised budgets under direction from the Headteacher.
- To maintain financial records and budgetary-control systems.
- Administration of the accounting systems and maintenance of all financial records.
- To oversee the collection, checking and banking of cash (eg school dinner money, uniform sales, school trip money).
- To order goods and services used by the school in accordance with financial regulations and standing orders.
- To establish and maintain requisitioning procedures within the school.
- Administration of school meals service within the school and liaison with the appropriate contractors when necessary.

Personnel Administration and Supervision

- To assist with the recruitment, appointment and supervision of office staff.
- To assist in the personnel administration relating to the appointment and termination of all categories of staff, liaising with the Schools HR Team and Payroll as necessary.
- To provide advice to teaching and support staff on personnel matters, liaising with the Schools HR Team as necessary.
- To assist in the creation and maintenance of appropriate personnel records to meet the needs of the school, and Portsmouth City Council.
- To prepare all teaching and support staff salary claims and absentee forms for authorisation.
- To identify and manage training needs for office staff.

- To organise the provision of supply teachers in liaison with the Headteacher.
- To maintain up to date staff and governor lists.
- To liaise with staff of the Environment & Transport Directorate, contractors, and teachers, on transport matters – in, for example, the issue of tickets and passes, and the securing of quotations for the hire of vehicles for off-site activities.
- To liaise with teachers, educational psychologists, education welfare officers, Health Services staff, etc, in the administrative aspects of their work.

Administration of pupil records

- To complete admission registers.
- To monitor lateness and absences and liaise with parents verbally and/or in writing when children are absent from school without prior notification/ authorisation.
- To make Education Welfare Officer referrals as necessary.
- To promote attendance and achievements through certificates and other methods as appropriate.
- To prepare organisation lists of pupils (classified into classes, groups, etc).
- To assemble information that is required in considering provision for pupils with special needs.
- To prepare lists of pupils who need to be examined or treated by visiting Health Service staff, and to notify parents of the arrangements.
- To arrange transfer of records for pupils leaving the school (eg Record of Achievements).

Administration of premises and supplies

- To administer arrangements for the care and maintenance of premises and equipment (by placing orders, etc).
- To administer arrangements for the hire of school facilities.
- To ensure security procedures are upheld.
- To maintain the school's inventory of equipment.
- To order, sell and maintain stock levels of school uniform.
- To order and maintain stock levels of stationery.
- Attend meetings and training sessions as required.