



Woodeaton Manor School

“Reducing Barriers to Expand Horizons”

Job Description – Administrative Officer

Job Overview

The experienced Administrative Officer is responsible for supporting the administrative, financial and organisational processes within the school.

General Administration

- Update manual and computerised record/management information systems (MIS), including student and staff HR & absence records, class lists and internal phone listings
 - Update and maintain the school calendar/diary
 - Manage the school diary for prospective parent/carer tours
 - Update and maintain the school website, ensuring statutory compliance
 - Manage and organise completed forms from parents
 - Organise and distribute incoming and outgoing post
 - Provide administrative support to SLT and staff as needed
 - Organise individual and whole school training for all staff
 - Maintain training records for school staff, including medical, on the school's MIS
 - Order, monitor and manage stock, ensuring best value following the school's purchasing processes
 - Process orders for resources on behalf of school staff in line with the school's purchasing procedures
 - Carry out filing, printing, and photocopying
 - Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
 - Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
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- Assist with organising school based medical and other health related appointments, including the organisation of rooms
 - Assist in the organisation of school trips in cooperation with other staff, including ensuring that staff and external providers (e.g. coach companies) have completed all associated risk assessments
 - Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times



- Work with the external contractor to manage, administer, and reconcile the school dinner provision
- Provide daily school dinner numbers to catering provider in line with the applicable service level agreement, review and agree menus each term, administer free school meals, send invoices, and reconcile payments within the school's MIS
- Provide administrative support to the EHCP process by preparing paperwork for and arranging EHCP Annual Review meetings, collating, updating, and maintaining student records, editing/updating changes to EHCPs following the Annual Review, whilst ensuring that the school's legal obligations are met in relation to timescales
- Provide support with the Local Authority consultation process, including pre-admissions consultations; and collating and processing requests on behalf of the Headteacher
- Dealing with leavers' administration
- Take responsibility for the preparation of the School Pupil Census
- Completion of returns for the relevant local authority and DfE as required by the Headteacher
- Maintain the school's Single Central Record (SCR) in line with statutory guidance
- Document archiving
- Liaise with IT in respect of equipment and systems logins
- Keeping induction folders up to date
- Keeping GIAS up to date
- Communication with parents/carers, including working with Home School Liaison Officer to cascade information about activities to parents via Arbor
- Working with the DPO to ensure compliance with GDPR, recording any breach and reporting the same immediately to the Headteacher
- Reporting Subject Access Requests and Freedom of Information Requests immediately to the Headteacher

Attendance Administration

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- Transfer staff absence information into the school's MIS daily

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Reception

- Act as the first point of contact for parents and visitors arriving at the school
- Reception duties, including answering the telephone and managing the school's email Inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant member of staff as necessary
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seeking support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need

Security

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes, and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

Written Communication

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g., letters, newsletters, social media posts etc.) to parents, staff, and other stakeholders
- Assist with marketing and promoting the school

Finance

- Collect, record and issue receipts for payments from parents
- Carry out financial administration in line with the school's procedures
- Payroll administration, including processing starters and leavers, time sheets for agency staff and other HR related claims

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HR

- Support recruitment processes up to conditional offer stage, including processing applications, arranging interviews and carrying out online searches, in line with the school's Safer Recruitment Policy
- Signing off on timesheets for agency staff
- Responsibility for collating and maintaining volunteer paperwork

Safeguarding

- The school Administration Officer will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct
- Providing administrative support to the DSL
- Maintain the school's Single Central Record (SCR) in line with statutory guidance

Other Areas of Responsibility

- Read and follow relevant school policies
- Undertaking training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's Health and Safety Policy
- Support with fire/evacuation checks and procedures in line with school policies

This job description sets out the main duties of the post at the date it was drawn up but is not intended to be an exhaustive or definitive list. Duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

Woodeaton Manor School is committed to safeguarding and to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our recruitment and selection practices reflect this commitment and the offer made to the successful candidate will be subject to and conditional upon an enhanced Disclosure and Barring Service check and other relevant employment checks outlined in Keeping Children Safe in Education 2024, including a minimum of two references, one of which should be from the applicant's most recent employer. As part of our recruitment process, we will require you to fill in an overseas check and self-declaration prior to interview.

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Please send your completed application form to recruitment@woodeaton.oxon.sch.uk
 If you would like to arrange a visit to look around the school, please ring 01865 558722

Person Specification

CRITERIA	QUALITIES
Qualifications and training	As a minimum: <ul style="list-style-type: none"> • GCSEs (or equivalent) including English and Maths at grade C (or equivalent) or above • Workplace first aid training (or willingness to complete it soon after employment commences) • Safer recruitment training (or wiliness to complete it soon after employment commences)
Experience	<ul style="list-style-type: none"> • A minimum of 3 years' experience of working within an administrative function (Essential) • Competent user of MS 365 packages, particularly Outlook, Word, and Excel (Essential) • Dealing with face-to-face and telephone interactions (Essential) • Working and collaborating within a team (Essential) • Working with children or young people (Desirable)
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise meeting deadlines • Ability to use your own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding
Personal Qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to always maintaining confidentiality • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively

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