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JOB DESCRIPTION

**POST TITLE: Administration Officer**

**GRADE/SPINAL COLUMN POINT: NJC SCP 5**

**REPORTS TO: Academy Business Manager**

1. **PURPOSE OF JOB:**

To provide routine clerical, administrative and financial support at the school to support learning and school management.

1. **MAIN RESPONSIBILITIES**

Responsibility for the Parentpay on line system used to manage the payment and record keeping for all school trips and extra curricular activities. Set up, monitor and produce reports and registers for all school trips and after school clubs. Generate letters and login/passwords for all parents. Resolve any issues that arise and provide assistance to parents using the system.

Arrange and book transport for any residential visits in coordination with the trip organiser.

### Assist the administrator with responsibility for finance, in the ordering, payment and invoicing of goods and services using the Xero accounting system. Undertake routine order processing, including procurement card orders, e.g. complete pro-forma, process the order, match delivery note with order and invoice and pass to finance administrator for payment. Identify and resolve any discrepancies or serious areas of concern and instigate appropriate action to ensure commitment is contained within financial targets.

Assist the deputy headteacher with planning of staffing cover to facilitate staff PPA, NQT, management time and any other absences. Ensure daily diary sheets are updated with appropriate cover information.

Responsibility for booking of agency supply teachers as directed by the deputy headteacher, ensuring candidates have appropriate references and DBS clearance. Raising and processing of orders to supply agency.

Responsibility for administration of the online eligibility checking service for free school meals. Process all applications on behalf of parents and ensure that relevant staff are kept up to date with all changes to eligibility.

Responsibility for liaising with school meals provider, advising of school trips and the requirement to cancel meals, ensuring information for children with special diets is obtained and passed to parents. Assisting parents with the ordering of meals as required. Downloading weekly meal registers and maintaining records of meals taken. Checking of meal numbers against invoices produced by school meal provider prior to passing to finance officer for payment.

Responsibility for attendance registers and processing returns, resolves issues that arise to ensure that information and reporting is accurate and areas of concern are highlighted and reported. Including the preparation of the School Census and Headcount returns and any other associated data returns to the ESFA/Local Authority.

To have responsibility for the analysis of school attendance registers. To maintain such records as may be required including admissions, leavers and student records.

To have responsibility for the compilation of such reports, records and assessment of data as may be required by the school, governors, Education Welfare.

To liaise with parents/carers as directed regarding issues relating to individual pupils, including the investigation of absences. Collate and file attendance data.

To analyse and produce reports regarding attendance. To liaise with Education Welfare to prepare and produce necessary school data to support attendance panel meetings.

Coordinate the authorisation of absences and liaise with staff to ensure reasons for absence are communicated.

To liaise with School Admissions over new pupils, appeals and leavers. To ensure the necessary transfer of pupil data between schools.

Monitor attendance check registers to identify pupils who fail to comply with the school’s attendance policy and telephone the person responsible for child’s attendance to ascertain reasons for absence and records, prepares and delivers related correspondence to appropriate person.

Collates and prepares information for pupil reviews from a number of sources, within the school and from outside the school to ensure that decision making is effectively informed and deadlines achieved.

Complete and update routine records, information and data e.g. SLT daily diary sheet, pupil absences, staff absences etc.

Assist the HR Officer and Academy Business Manager with staff absence monitoring, recording and taking of calls.

Coordinate the authorisation of absences and liaise with staff to ensure reasons for absence are communicated. To liaise with parents/carers as directed regarding issues relating to individual pupils, including the investigation of absences. Collate distribute and file attendance data and weekly reports.

Monitor and coordinate staff first aid training and prepare first aid rotas.

Coordinate school swimming lessons, book transport, raise and process purchase orders.

Book and coordinate all school photographs.

Participate in the collection, collation and processing of data and information and the production of reports relating to pupils, academy performance and achievement within a planned framework.

Ensure that all reporting is clear, concise and complies with planned outcomes and obligations in terms of content, detail, format and time lines.

Implement and maintain routine manual and computerised systems, practices and procedures to ensure that data and information is current, relevant, effectively and securely collected, processed, managed and reported.

Process, format and assemble documents, records, information and data. Manipulate information and undertake routine analysis to produce reports and analysis of pupil and staff data, financial transactions and statistical returns.

Photocopy and assemble routine documents and perform basic photocopier maintenance.

Liaise with site staff and the caretaker in relation to site and building related issues and any associated health and safety concerns.

Monitor children and young people’s general conduct and behaviour throughout the school and intervene to resolve routine issues using appropriate techniques and skills to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

For serious issues, where appropriate, advise children and young people of their responsibilities and the possible consequences of their actions. Engage immediate assistance from qualified colleagues and support them to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

For very serious incidents engage immediate assistance from senior colleagues or in extreme cases, the emergency services to provide an appropriate response to restore a safe and calm atmosphere conducive to learning and ensure the safety and wellbeing of pupils, staff and visitors.

To carry out any other duties that may reasonably be required in line with your main duties as assigned by the School Business Manager or Headteacher.

1. **SUPERVISION/MANAGEMENT OF PEOPLE**

The post holder has no supervisory responsibility for staff, but will assist in the familiarisation of duties to other colleagues.

1. **CREATIVITY AND INNOVATION**

The postholder will be required to use judgement when determining the most appropriate action from a range of well defined alternatives, deciding the order in which tasks are undertaken or when to involve a supervisor or senior staff member.

1. **CONTACTS AND RELATIONSHIPS**

All school staff to discuss routine work issues, visitors, parents and pupils to provide routine information and instruction. Suppliers to place routine orders.

1. **DECISIONS**
2. **Discretion –** The postholder works within well defined processes, practices and procedures but can determine the order in which duties are performed. Advice, information and guidance will be readily available.
3. **Consequences –** Any errors would be quickly noticed and rectified.
4. **RESOURCES**

The postholder will have no responsibility for the collection of cash.

**8. WORK ENVIRONMENT**

**Divided into 4 sub-categories as follows:-**

**Work Demands –** Works to a set programme of tasks and activities

**Physical Demands –** The work requires normal physical effort

**Working Conditions –** The postholder will normally work in an office but may occasionally be required to visit locations throughout the school.

**Work Context –** The job requires direct contact with parents, pupils and a wide range of visitors to the school.

**9. KNOWLEDGE AND SKILLS**

Ability to use a range of routine office equipment and information processing technology.

Ability to undertake a range of basic administrative duties.

Good basic keyboard and IT skills

Good literacy and numeracy skills.

Good communication and inter-personal skills

Ability to represent and celebrate the values, culture and ethos of the school.

Courtesy and politeness

10. **GENERAL**

1. **Job Evaluation -** This job description has been set out in such a way as to allow for job evaluation using the GLPC Scheme.
2. **Other Duties** - The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.
3. **Equal Opportunities -** The postholder must carry out his/her duties with full regard to the Academy’s Equal Opportunities policy.
4. **Health and Safety -** The postholder must carry out his/her duties with full regard to the Academy’s Health and Safety Policies and Procedures