

## JOB DESCRIPTION

|                   |                                     |                            |                           |
|-------------------|-------------------------------------|----------------------------|---------------------------|
| <b>School:</b>    | <b>Bradfield Primary School</b>     | <b>Location:</b>           | <b>Bradfield Southend</b> |
| <b>Job Title:</b> | <b>School Administrative Office</b> | <b>Grade/Salary Range:</b> | <b>D/E</b>                |

### JOB PURPOSE

To be responsible to the day to day management of the school office, organisational processes within the school and to provide administrative support to the Headteacher and class teachers.

### DESIGNATION OF POST AND POSITION WITHIN THE SCHOOLS STAFFING STRUCTURE

Line-managed by Headteacher.  
Work alongside the School Business Manager

### MAIN DUTIES AND RESPONSIBILITIES

- To model the School values of compassion, joy, resilience and courage
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To act as school receptionist, being the first point of contact at the school and providing a positive welcome to parents and visitors.
- To be responsible for the day to day running of the school office.
- Receive and assess incoming mail and as appropriate, respond directly to routine matters or direct elsewhere. Where necessary obtain supporting information.
- Deal with incoming telephone calls and refer to Headteacher or School Business Manager only where essential.
- To provide admin support to the headteacher and class teachers.
- To maintain pupil records electronically, including on SIMS, and on paper. To liaise with other schools when pupils move school's ensuring records are transferred in a timely manner.
- To be the school's Medical officer responsible for first aid and overseeing the care of children with medical conditions, including administration of medication, ensuring care plans are up to date and communicating with parents, staff, medical professionals etc.
- Organise yearly Auto-injector/Asthma training and maintain register.
- To be the school's admissions officer liaising with the local authority and prospective parents.
- Ensure timely marketing of FS1 places through flyers distribution, posters, website update etc.
- To be the school's attendance officer, maintaining attendance records of all pupils and flagging to the Headteacher any pupil's whose attendance is cause for concern. Deal with pupil holiday requests.
- To be the school's assessment officer, inputting results and creating returns for management information for EYFS, Phonics, KS1 SATS, multiplication check and KS2 SATS.
- Provide statistics from a range of records as required by teachers, the Headteacher, Governors, the Local Authority etc.
- Ensure all data handling is GDPR compliant.
- Manage clerical system for school meals and milk deliveries: collating dinner register, taking payments. Liaise with catering providers with any issues. Provide weekly returns to Coolmilk.

- To update website and manage the school's social media platforms.
- To maintain a schedule of policies and ensure they are presented to Governors meetings for approval.
- To run and upload the termly school pupil census.
- To ensure 'GIAS' (Get Information About Schools) is kept up to date
- Ensure the school's ParentMail system is kept up to date and manage communications to parents.
- Arrange school trips, including transport, set up ParentMail for parental consents and payments as needed. Ensure teachers have the correct information/equipment for the trip.
- Liaise and support the PTA in their fundraising activities for the school.
- Incident reporting to West Berkshire Council using the CREST system.
- Responsible for school evacuation bag and staff roll call in the event of a fire alarm.
- Assisting the School Business Manager in maintaining the school's Single Central Record.
- Maintain the school diary, booking in appointments and ensuring the weekly whiteboard in the staffroom is kept up to date.
- Produce a half termly newsletter for parents and an update for the local parish magazine (Newslink).
- To send a weekly reminders email to parents and staff of upcoming events.
- To liaise with the PE co-ordinator to book after school clubs, send information out to parents and set up payments for clubs on the school's ParentMail system.
- To book the school photographer and also ensure staff photo board is kept up to date.
- Manage the school's lost property, returning items to pupils where possible.
- To take bookings for the school hall, send out paperwork and arrange payments.
- To undertake other duties as appropriate and as requested by the Headteacher

This list of duties is not exhaustive and may be varied from time to time as dictated by the changing needs of the school.

#### **SCOPE OF JOB (Budgetary/Resource control, Impact)**

No direct impact on budget.

## PERSON SPECIFICATION

|                                                 |                                                       |
|-------------------------------------------------|-------------------------------------------------------|
| <b>Job Title:</b> School Administrative Officer | <b>School:</b> Bradfield Primary School               |
| <b>Reports to (job title):</b> Headteacher      | <b>Location:</b> Bradfield Southend, Reading, RG7 6HR |

\* E = Essential Criterion (required at point of recruitment)

D = Desirable Criterion (can be developed over time)

| KEY CRITERIA                                                                                                                                                                                             | * E/D? |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b><u>Qualifications &amp; Experience</u></b>                                                                                                                                                            |        |
| Good general level of education                                                                                                                                                                          | E      |
| Computer literate, able to use Microsoft products including Word, Excel, Outlook, Publisher etc                                                                                                          | E      |
| Ability to use SIMS                                                                                                                                                                                      | D      |
| Paediatric First Aid Certificate                                                                                                                                                                         | D      |
| <b><u>Knowledge</u></b>                                                                                                                                                                                  |        |
| Detailed knowledge of school's administrative processes                                                                                                                                                  | D      |
| Basic knowledge of Health & Safety issues                                                                                                                                                                | D      |
| Understanding of safeguarding practices in school                                                                                                                                                        | D      |
| Understanding of GDPR and the importance of confidentiality                                                                                                                                              | D      |
| <b><u>Skills and Abilities</u></b>                                                                                                                                                                       |        |
| Good Interpersonal Skills and the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations, as well as making people feel positive and included. | E      |
| The capacity to remain calm and cope with the unexpected.                                                                                                                                                | E      |
| Numerate                                                                                                                                                                                                 | E      |

|                                                          |   |
|----------------------------------------------------------|---|
| Literate                                                 | E |
| IT literate, especially in the use of Microsoft products | E |
| Experience of administrative work                        | E |
| Experience working in a school environment               | D |
| <b><u>Work-related Personal Qualities</u></b>            |   |
| Ability to use initiative                                | E |
| Ability to work unsupervised                             | E |
| Ability to multi-task                                    | E |
| Ability to maintain confidentiality                      | E |
| Good communication skills                                | E |
| Flexible approach                                        | E |
| Able to organise and prioritise workload                 | E |
| Attention to detail and keep deadlines                   | E |
| Caring, compassionate nature                             | E |
| Take responsibility for own professional development     | E |
| Model the school values at all times                     | E |
| <b><u>Other Work-related Requirements</u></b>            |   |
| Suitability to work with Children                        | E |