

## Job Description

<b>Post Title:</b>	General School Administration Officer
<b>Responsible to:</b>	School Business Manager
<b>Accountable to:</b>	Headteacher and Governing Body
<b>Based:</b>	Faringdon Community College
<b>Hours:</b>	30 hours per week, term time only + 3 INSET Days
<b>Salary:</b>	Grade 6

### JOB PURPOSE:

#### Context

A varied and pivotal role within the administration team, providing support across all administration areas as well as administrative support for Subject Leaders.

#### Finance

- Ordering resources for administration team and subject departments as required. Ensuring best value, purchases are within budget and invoices are authorised in a timely manner.
- Using ParentPay and biometric system for student and staff lunches, monitoring, following up and reducing debt. Setting up new students, ensuring systems correctly capture FSM information. Liaising with parents and the catering team.
- Assist the Educational Visits Coordinator in monitoring, following up and reducing debt for trips as required during busy periods.
- Using ParentPay to set up payment items for fundraising events, parental donations etc to provide alternatives to cash payments.
- Credit card holder for Special Purposes and FCC General account for whole school purchases. Record purchases, collate purchase orders, receipts and invoices.

#### Reception Cover

- Provide cover for Reception during lunch breaks and periods of absence
- Undertake Reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Routine Reception administration
- Periods of absence will require full Reception duties to be fulfilled

#### Subject Department administrative Support

- As directed provide administrative support with correspondence to parents and carer's.

#### General

- Using various communication platforms send regular communications to parents/carers as directed
- Under direction of the School Business Manager provide ad hoc support, during busy periods, across all administrative functions within the school
- Responsible for routine checking and replenishment of first aid supplies

- Act as the main point of contact for the school uniform supplier ensuring that uniform remains of a good quality and delivered to parents within the agreed timescales. Respond to queries from parents and supplier
- Provide administrative support for Fixed Term exclusions (FTE), including producing letters and carrying out analysis of numerical data for reporting to Governors and Headteacher
- Act as clerk to the Governors Discipline and PEX Panel

*The list of duties in your job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.*