

Administration Officer

Grade 3, pay scale 9 - 22

Job Purpose: The provision of clerical and administrative support to the Principal and school to enable the delivery of a professional and efficient service.

Duties and Responsibilities:

- Deliver secretarial and clerical support, which may include data entry, handling correspondence, reprographics, filing and documents of a confidential nature.
- Coordinate within the school, including administration, references, appointment forms.
- Organise, plan and control workloads and procedures.
- To produce letters and documents for parents, such as 'Dates for the year' leaflets & Pupil Welcome packs, in a professional and timely manner.
- Assist with the management of KRA website/Kings Rise Academy and other relevant calendars.
- Stock the reception foyer area with safeguarding, admission, Schools Out leaflets and flyers that are in date and relevant.
- Admission packs for new applications copied in readiness for enquiries.
- Updating the weekly lobby presentation and music for the school slides.
- To receive and relay promptly any telephone and other messages, dealing as appropriate with routine enquiries.
- To check the enquiry email account, responding, forwarding subsequent emails to the appropriate personnel and actioning any queries.
- To liaise with other school staff and others outside the school, particularly parents, professional associations and the local community in a highly professional manner and representing the high standards of the Academy.
- To liaise with Nursery parents in advance of starting to ensure that 30 hour codes have been applied for via Childcare Choices.
- To minute meetings such as the Community Council.
- Prepare and distribute briefing minutes.
- To order supplies, manage and distribute the stationary requests from staff.
- Maintain the student filing system, including regular cleansing when pupils leave and termly as an additional check.
- Manage the electronic Permission To Collect sheet, ensuring all relevant staff have access from their classrooms.
- To be a point of reference for pupils and parents if they require information or have a concern in the absence of the Principal or Assistant Principals.
- Managing difficult parents/visitors and diffusing situations.
- To work as part of a team and on your own initiative.



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- To ensure relevant policies are understood and followed e.g KRA Pupil Induction Process.
- To ensure all tasks are carried out with due regard to Health and Safety protocols.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school.
- To promote the agreed vision and values of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parent evenings.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Front of house duties, including keeping the front office clean and tidy.

Arbor:

- Assist parents/carers with the setting up of Arbor.
- To operate the Arbor system including, running reports, allocation of meals, setting up and monitoring of trips.
- Develop and maintain efficient and up to date manual and computer systems, ensuring that information such as dinner money/school uniform records/admissions are kept confidentially and are accurate and readily available.
- Ensure personal knowledge of new and updated administration software is kept up to date.
- Enter pupil Admission forms onto Arbor.
- Ensure eligibility for free school meals is recorded accurately.
- Issue refunds.
- Supply the school kitchen with a report containing meal numbers.
- Ensure parental requests for updated details are evidence checked.
- Other relevant work on Arbor ie. registers, sending texts and emails to parents.
- Logging first aid incidents.
- Set up after school clubs and monitor pupil premium and SEN children attending and ensuring registers are completed for these clubs.
- Ensure the school shop is kept up to date, adding price increases where appropriate.
- To assist in the process of secondary transition e.g parent workshops.
- Off roll pupil leavers.
- Communicate with parents at key times to ensure they are aware of payment changes e.g September when Y3 pupils are no longer entitled to UFSM.

Inventory:

- Operate the system and run reports when necessary.
- Ensure IPAD containing Fire Evac system is charged weekly.
- Check Fire Evac and IPAD connectivity regularly.



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Class Dojo:

- Add new children and remove leavers in each class.
- Assist parents/carers setting up their account and notify parents once set up.
- Ensure IT are advised to transfer pupils up to their new classes pre September each year.

Impulse:

- Direct applicant forms completed
- Completing Pupil Movement Forms as students are off rolled.
- Submit pupil numbers on roll weekly

Entrust (Link 2 ICT):

- Completing online Free School Meal Applications.
- Eligibility for FSM children entered and recorded accurately on Link 2 ICT & Arbor as children start. (We cannot accept FSM from another school via a CTF)
- Enter personal information on to Link2ICT portal for free school meals, EYPP (early years pupil premium) and PP (pupil premium) claims. Also, checking eligibility and electronically transferring records to other schools.

First Aid:

- Administration of medication for pupils.
- Advise parents of injuries/illness via phone call and/or Arbor.
- Manage the First Aid sheet and ensure delivery of requested items for class first aid boxes.
- First Aid Box audits carried out each month, including kitchen, minibus, playground, Community Hub, Library, Kraken, office.
- Ensure travel First Aid bum bags, trip bags are audited every month and out of date medicine disposed of.
- Complete First Aid duties when required, holding a valid first aid certificate.
- Monitor and order First Aid stock.

Operations/Site:

- Assist Operations Manager with tasks, bookings, ordering, appointments, site visits and projects.
- To notify contractors of locations of asbestos and to sign the contractors log.

Other Duties:

- Greeting all visitors in a polite and professional manner, giving the best impression of our school.
- Assist with counting money and the banking of fundraising monies collected.
- Monitor CCTV and retrieve information when required.
- Monitor security gates.

- Assist with the organisation of school nurse visits for hearing, heights and weights and immunisations.
- Responsibility for application and administration to the relevant body for the free school milk in the school scheme, includes monthly verification of school calendar and amounts delivered.
- Responsibility for administration of the free food for KS1 children
- Supply agency timesheet approval.
- Book transport when required e.g coaches and taxis
- Postal duties.
- Raise purchase orders and follow the ordering process as outlined by the Finance team.
- Check off, distribute deliveries and ensure the finance team are informed of all deliveries.
- To assist with the booking of appointments for the Operations Manager.
- To notify visitors of the school's fire and lockdown procedures
- To check DBS documentation, relevant ID badges and compliance letters of visitors and supply staff
- Ensure visitors provide the necessary identification to comply with our single central record (SCR).
- Fulfil any additional duties commensurate with the grade to ensure the seamless operation of the office.

My Concern:

- To raise and update any safeguarding concerns on this portal.

Signed.....

Date.....