



## JOB DESCRIPTION

### SCHOOL ADMINISTRATION OFFICER – L2, Scale 4

**REPORTS TO:** The Head Teacher

#### **Role of the School Administration Officer**

To manage the administrative support service to the school, being responsible for a range of administrative duties under the direction of the Head Teacher.

#### **MAIN DUTIES**

##### Receptionist / Secretarial

To ensure the smooth running of an effective school office by:

- receiving / monitoring messages for staff absences and arranging cover as required, informing all affected staff;
- receiving and recording messages in relation to pupil absence, informing class teachers accordingly;
- acting as school receptionist, answering telephone calls, taking and responding to email and text messages, distributing information, welcoming and assisting all visitors to the school;
- liaise with parents / carers in relation to medical or first aid situations;
- receiving and distributing all incoming mail;
- maintaining the school calendar;
- drafting routine correspondence on behalf of the Head Teacher;
- preparation and distribution of regular school newsletters and other information for parents/carers, including those which support the School Association;
- filing and photocopying as required.

##### Administrative

Under the direction of the Head Teacher, to be responsible for:

- maintaining accurate staff records, including absence;
- monitor and follow-up pupil absence and ensure accurate attendance data on the IMS, producing records as required;
- maintaining accurate computerised and manual pupil records and receive and transfer records as required;
- monitoring and updating the school's online admission registers and termly intakes into both main school and the nursery;
- Production and distribution of school meal information including pupil numbers to the kitchen staff;
- ensuring completion of all necessary documentation associated with pupils claiming free school meals;
- completing statutory and LEA returns.
- Arrange all extra-curricular activity clubs and liaise with club providers / school Bursar as necessary.

##### General

- to develop public relations alongside the Head Teacher including showing prospective parents around the school as required;
- to maintain smooth and effective lines of communication through liaison with all other internal and external persons / groups associated with the school;
- to carry out any other reasonable duties in order to support and develop the work of the staff, as directed by the Head Teacher;
- to maintain a high level of confidentiality, appropriate to the post;
- to maintain a positive and cheerful disposition at all times.