

School Administration Officer

LINK SCHOOL (Primary)

JOB DESCRIPTION

POST TITLE: School Administration Officer

LOCATION: The Link School

REPORTS TO: Link School Business Manager

JOB PURPOSE

To provide effective and confidential comprehensive administrative support to the School Business Manager and Principal, in order to ensure the smooth and efficient running of the school. Under the daily direction of the School Business Manager to be responsible for the day-to-day organisation and administration of the school office and its procedures.

Main Responsibilities

ADMINISTRATION

- Manage administrative support to senior managers of School.
- Word process letters, reports, flyers and notices as required
- Keep all filing up to date
- Duplicate/photocopy school correspondence, filing and any other administrative tasks in the school office
- Order appropriate stationery and school supplies. Check deliveries against delivery notes and arranging delivery to the correct recipient
- Assist with preparations for school events, projects and functions
- Be responsible for monies collected in response of school outings, journeys, and any other events that require the collection of money. Issue receipts to parents and ensure computerised logs of payments are kept up to date and accurate
- Management of petty cash on the site including ensuring cash is safely maintained, reconciled and recorded appropriately on the relevant system
- Use the school finance system in accordance with Financial regulations to place routine purchase orders for the School offices, reconcile differences, code and seek approval for payment of invoice for submission to Senior Finance business partner
- Keep safe, record and use appropriately the school credit card or travel cards for business purposes in line with Financial regulations
- Maintain the Parent pay system for Primary site, school trips database and other student related transactions and ensure monies collected and recorded appropriately including recording donations received by friends of the school
- Manage the process for open mornings or site visits to the Primary site

- Organise and maintain a safe a welcoming reception environment. Ensure the reception area and office remains tidy and that literature and forms are updated and replenished as necessary
- Responsible for the provisions and providing refreshments as appropriate to visitors
- Arrange and book training courses for individuals and groups in line with the site requirements
- Maintain site archives. Ensure confidential waste is disposed of /shredded
- Be responsible for supplying and maintenance of office equipment, including printers/ photocopiers
- With the Senco, organise annual EHCP meetings ensuring any paperwork is collated and circulated to parties in compliance with statutory guidelines
- Organise the weekly Primary on-line shop
- Liaise with parents and external and internal lunch providers to ensure students receive their choice of lunch in a safe and timely manner on a daily basis
- Arrange medical, dental and other inspections, sending forms to parents etc
- Arrange group outings/journeys; parent notification/authorisation, finance, cancellation of lunches, minibuses bookings, and equipment list
- Responsible for school uniform – ordering from supplier, selling to parents etc.
- Assist SLT in maintaining agency temporary staff database and liaise with agencies regarding temporary staffing
- To work across sites when necessary, as directed by SLT.

COMMUNICATIONS

- Be the front welcoming face of the Primary site. Receive all visitors, callers and inquiries, deal courteously and efficiently with all visitors, parents, local authority officials, medical officers, suppliers etc. Maintain a visitors' book
- Be the first point of contact for all visitors to the Principal, Senior leadership team, ensuring callers/ visitors are dealt with efficiently and effectively
- Answer phone calls, keeping within a three-ring policy and ensuring customer service is kept to a high standard
- Receive incoming emails to the site admin email address and forward to relevant staff members to deal with as appropriate
- Ensure all daily post from staff is sent and received internally and externally within appropriate timeframes
- Deal with the School office mail, prioritise and circulate in terms of importance and urgency for the Link School Office manager / Principal/ Senior leads
- Day to day liaison with other facilities to ensure the smooth running of the site on a day-to-day basis e.g. kitchen, (booking school meals on daily basis and sending menus home to parents on a termly basis) minibuses, taxi bookings
- Be responsible for all dealings with transport and individual taxi companies regarding the transportation of students to and from the Primary site
- Collate news and publicise events for whole school communications distributing to parents, governors and uploading this to the website
- Communicate and contact parents using Arbor and telephone

HEALTH AND SAFETY/ SAFEGUARDING

- Ensure student safeguarding is maintained at all times ensuring compliance, consistency and best practice
- Report and record safeguarding concerns in line with school policy
- Maintain records of children with medical needs on the school system
- Be aware of the school and OHCAT ethos and priorities of care and support for the children
- Administer First Aid, deal with minor injuries and sickness
- Provide a change of clothing when necessary, ensuring the area is clean and hygienic
- Inform parents or emergency contact when necessary
- Care for distressed children
- Liaison with parents regarding student needs following injury or illness at school
- Ensure that all accidents or injuries are recorded at the appropriate level
- Support children with regulation needs as required, emotional and physical. Be aware of the positive behaviour and wellbeing policy and site level supports
- Manage facilities and monitor health and safety to ensure a safe working environment on the Primary site for staff, visitors and learners
- Responsible for the day-to-day operation of safeguarding processes for internal and external visitors, including induction to the site facilities
- Follow an outlined evacuation policy and maintain safety of staff and students under the guidance of fire and safety training
- Monitor entry systems for the school gate, main doors and reception area
- Issue passes to visitors with reference to the school's child protection policy
- Maintain the daily update of the Single Central Record (SCR) for supply staff and contractors
- Prior to the arrival of Supply and Temporary/other staff ensure liaison with Agencies for full ID compliance forms and approval
- Prior to the arrival of Contractors ensure compliance forms and approval as applicable in line with OHCAT procedures
- Ensure contractors sign in
- Be responsible for all duties relating to ensuring good attendance including registers on the Primary site twice daily. Monitor daily student attendance and contact families where there is poor or irregular attendance including reporting any concerns to the Assistant head of Primary site. Monitor children's holiday requests and track leave
- Attendance at all safeguarding (and related) training as required by the school
- Liaising with the site manager and catering staff for the day to day management of site
- Undertake a public relations role when the Link school business manager is on a different site
- Familiarise, uphold and promote the aims of the school's equality and diversity policy in the course of day-to-day work
- Undertake such other duties of a similar nature as required by the Principal

Person Specification

- The person specification shows the abilities and skills you will need to carry out the duties in the job description.

	Qualifications / Experience	
1	GCSE in English and Maths	Essential
2	Experience of working with school administration systems.	Essential
3	Experience of Proof Reading	Desirable
4	Experience of working with students with SEN	Desirable
5	Experience of Working in a School or Similar Environment	Essential
	Ability, Skills and Knowledge	
6	Able to maintain accurate, legible and up to date records	Essential
7	Able to take accurate minutes of meetings	Desirable
8	Able to communicate appropriately and effectively with pupils, colleagues and visitors.	Essential
9	Able to meet tight deadlines	Essential
10	Able to chase staff to obtain information in time for meetings.	Essential
11	Able to adhere to the school's Equality and Diversity Policy.	Essential
12	Knowledge of all Microsoft Applications	Essential
13	Knowledge of the SEN Code of Practice	Desirable
14	Knowledge of Education Health and Care Plans	Desirable