



St. Helen's Primary School

Head Teacher: Mrs Julia Walker & Mr Andrew Robertson
Colne Road Bluntisham Cambridgeshire PE28 3NY
01487 841468 | office@st-helens.cambs.sch.uk



POST TITLE: School Office Coordinator
GRADE: Scale 3-4 Spine point 5-11 (£15,869-£17456 dependant on experience)
HOURS: 32.5hrs per week (8.15am-4pm)
38 weeks per year (term time only exc training days)
RESPONSIBLE TO: Headteacher

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Core Purpose:

To provide administrative support and coordinate daily operations in the main office for the completion of effective support services in the running of the school.

EXPECTATION AND MAIN RESPONSIBILITIES:

- Provide full administrative support for the school under the direction of the Headteacher
- Oversee all aspects of the running of a busy school office
- To ensure the provision of a friendly and efficient reception as first point of contact for parents and all visitors to the school ensuring safeguarding procedures and information/regulations for contractors is adhered to
- Safeguarding – oversee entry/exit procedures to/from the school for parents and all visitors to the school ensuring safeguarding procedures and information/regulations are adhered to for contractors
- Set high expectations of conduct, whilst acting as a good role model for others, following school policy.
- Ensure that output and quality of work is of a high standard and complies with current legislation and internal standards
- To ensure all tasks are carried out with due regard to Health and Safety
- Able to work unsupervised within established guidelines
- To maintain confidentiality at all time in respect of school-related matters and prevent disclosure of confidential and sensitive information.
- Adhere to the ethos of the school promoting the agreed vision and aims of the school
- Any other duties commensurate with the grading of the post

Admissions and Attendance

- Monitor daily attendance registers and run early call system for absent pupils
- Administering school's admissions procedures and accurately maintaining the pupil related information system. To include pupil transition at Early Years and end of KS2
- Oversee pupil attendance, including absences in relation to LA fines; generating correspondence and reports in relation to attendance, liaise with LA representative in termly attendance meetings.
- Oversee holiday requests in line with school policy and administer related paperwork in relation to LA fines



- Act as school's link with external providers including, but not limited to, the School Health Service, Early Help / District and Children's centres in relation to pupil welfare and family learning in conjunction with the Headteacher and/or SENCO.
- Support Headteacher in holding attendance meetings
- Ensure Local authority and DfE deadlines are met with regards to Pupil Census

Wet-Play cover

- Support the effective running of wet-play lunchtimes in conjunction with the School Business Manager and Midday supervisors.

Trips and Visits

Ensure the efficient arrangement of all school trips, to include: -

- Arranging coach bookings
- Arrangement of meals required from kitchen
- Collate and manage income/debt in conjunction with the School Business Manager
- Liaison between parents, pupils and staff to include parent helpers
- Creation and distribution of letters to parents
- Follow up work where necessary

Extra-Curricular Activities and Sporting Calendar

- Promote and organise extra-curricular after school activities
- Make provision for assisted and free places
- Ensure relevant DBS and Safeguarding checks are completed in conjunction with the School Business Manager
- Manage the promotion, enrolments and collection of fees if necessary

Staff cover

- Book supply cover as required to cover absence due to sickness / trips / sports events.
- Co-ordinate teachers' additional PPA timetable and cover.

Internal School Calendar

- Coordinate and maintain the whole school calendar on Outlook including meetings in school, teacher meetings, activities in school and visitors in the diary.

School Systems

- Undertake the School Census submission every term
- Run Academic Year End Process in our MIS
- Update MIS for the input of data including printing of pupil data collection sheets where necessary.

School Communications and Website Management

- Manage effective, timely and consistent communications to parents and wider community
- Manage roll out and bookings for parent consultations
- Ensure the website is always up to date on a weekly basis and adhoc.
- Upload relevant documents on a weekly basis
- Ensure the website is fully compliant at all times in conjunction with the link governor

First Aid

- As a Paediatric First Aid trained member of staff, you are the key contact in first aid emergencies
- Provide support and nurture to pupils who become unwell / have an accident requiring first aid
- Administer prescribed medication in line with the school's administering of medication procedures

Fire Evacuation

- As a Fire Marshall, ensure the safe evacuation in the event of a fire in school in conjunction with the Headteacher

Reports and GDPR/SARs

- Ensure all pupil reports are sent out to parents via email paying particular attention to the following:
 - All correct data sheets for pupils are attached
 - All aspects of GDPR are adhered to at all times
- SARs requests are managed in line with procedure, in conjunction with the Headteacher.
- Follow the legal provisions regulating confidentiality and security of data and information under GDPR

Catering – Ensure the effective administration of the day to day catering contract by:

- Review school meals for children in school
- Liaise with catering team on menus and dietary requirements within school, alongside the Headteacher
- Debt recovery from parents
- Administer free school meal applications
- Deal with pupil milk applications in school, reporting of figures and delivery of milk

Lettings

- Complete procedures for coordination of differing demands and uses of school site and facilities including promoting school facilities and lettings, in conjunction with the School Business Manager

School Photographs

- Liaise and book with the school photographer dates for individual and sibling photographs in school and class photographs in the summer term
- Ensure details regarding proofs and ordering deadlines are sent to parents
- Ensure safe delivery of photographs to parents when they arrive

Daily Operations - To provide general clerical duties and oversee where required

- Maintenance and support of all copiers and printers in school to include ordering of goods and services and fault reporting for engineers
- Receipt and distribution of post and emails to include receiving and passing on messages accurately
- Receipt, unpacking and checking of all parcels and subsequent distribution in conjunction with the School Business Manager

Miscellaneous Duties

- Pupil filing
- Record examination process (receipt of papers, secure storage, access records)
- Accident reporting
- Fundraising Just Giving Pages

- Liaising with the local press on events taking place in school

The School Office Coordinator will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Notes:

This job description may be amended at any time in consultation with the postholder.

Person specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
-----------------	------------------	------------------

Qualifications	<ul style="list-style-type: none"> • Excellent communication skills • GCSEs (or equivalent) grade C or above in English and Maths • Clear spoken English 	<ul style="list-style-type: none"> • Relevant administrative or business qualification • Willingness to undertake further training related to the role
Experience	<ul style="list-style-type: none"> • Recent and relevant experience working in a school administrative role • Experience of acting as a first point of contact for parents, visitors and external agencies • Experience of managing pupil records, attendance and admissions • Experience of personnel administration, including DBS checks and liaison with HR and payroll • Experience of meeting Local Authority and DfE statutory deadlines (e.g. census returns) 	<ul style="list-style-type: none"> • Experience of school finance administration and accounting processes • Knowledge and experience of Arbor MIS and ScholGrid • Experience of resource management and procurement • Knowledge of premises management and maintenance • Experience of managing school lettings or clubs. • Experience supporting the administration of educational visits and enrichment activities
Skills and knowledge	<ul style="list-style-type: none"> • Strong written and verbal communication skills • Excellent organisational skills with the ability to prioritise and meet deadlines • High-level IT skills, including use of information management systems • Understanding of safeguarding responsibilities for adults working with children • Ability to work independently, use initiative and manage a varied workload • Strong interpersonal skills and the ability to work effectively as part of a team • Ability to maintain confidentiality and demonstrate professionalism at all times • Flexible, positive and solution-focused approach to work 	<ul style="list-style-type: none"> • Confidence in adapting to changing demands, supporting different aspects of school life and responding calmly to day-to-day operational challenges in a small team. • Ability to develop positive, professional relationships with pupils, parents, staff and governors, recognising the importance of trust, approachability and discretion in a small school setting. • Willingness to take initiative, anticipate issues and contribute ideas to improve systems and routines, understanding that roles in a small school often require independence and problem-solving.

--	--	--

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above, but are interested in applying, contact the School Business Manager on finance@st-helens.cambs.sch.uk.

St Helen's Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo appropriate safeguarding checks, including an enhanced Disclosure and Barring Service (DBS) check. Online checks will be carried out in line with statutory guidance. References will be taken up prior to appointment, and the role is subject to satisfactory pre-employment checks in accordance with Keeping Children Safe in Education.