

**Burwell Village College Primary School**  
**JOB DESCRIPTION**

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

**POST TITLE:** School Office Coordinator  
**GRADE:** Grade 3-4 Spine Point 5-11  
**HOURS:** 37.5 Hours per week 8.00 a.m. – 4.30 p.m. Monday to Friday  
**RESPONSIBLE TO:** 39 Weeks per year  
School Business Manager

**PURPOSE OF JOB:**

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 administration support for the school under the direction of the School Business Manager
- Oversee all aspects of the running of a busy school office
- To ensure the provision of a pleasant 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
- 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
- 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**

- Record 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
- 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, the School Health Service, Early Help / District and Children's centres in relation to pupil welfare and family learning
- Ensuring that individuals (Admin Team, Site Users & professionals in school) have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with
- Support Headteacher in holding attendance meetings

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

- Ordering school meals on a daily basis for children in school
- Liaise with catering team on menus and dietary requirements within school
- Daily/Weekly reporting of catering numbers to catering company and Finance assistant/School Business Manager
- Liaise with school kitchen, and ensure that the returns required by the LEA are completed in accordance with regulations including the use of Arbor online transactions and Management Information System
- Debt recovery from parents
- Administer free meal applications
- Deal with pupil milk applications in school, reporting of figures and delivery of milk

## **Trips and Visits**

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

- Arranging coach bookings
- Arrangement of meals required from kitchen
- Collage and manage income/debt
- 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**

- Promote and organise extra-curricular after school activities
- Research availability, suitability and viability of new clubs and activities and liaise with relevant school staff
- Make provision for assisted and free places
- Ensure relevant DBS and Safeguarding checks are completed
- Manage the promotion, enrolments and collection of fees if necessary

## **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

## **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 Arbor
- Update SMS for the input of data including printing of pupil data collection sheets where necessary.

## **Inventory Electronic Signing in System**

To ensure the efficient maintenance and use of the Inventory signing in and out system, to include;

- Ensuring that all visitors and pupils are signed in/out of school adhering to the schools safeguarding policy and badges issued where necessary
- All regulations are adhered to for school contractors entering the premises
- Responsibility of setting up class groups in system to coincide with trips going out of school
- Ensure all staff are correctly entered onto the system with all the correct information and check data is entered.
- General upkeep of system – including fire evacuation

## **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
- Upload relevant documents on a weekly basis
- Ensure the website is fully compliant at all times
- Maintain the online diary on school website

## **Volunteers**

To ensure all volunteers who wish to come in school have had all necessary checks completed, to include;

- Volunteer paperwork completed
- DBS check undertaken

- Details passed to SBM to update Single Central Register
- Liaison with staff to ascertain where the volunteer will be placed

#### **Fire Evacuation**

- Ensure the safe evacuation of all admin staff in the event of a fire in school
- Responsibility to ensure all staff and visitors have evacuated using the Inventory iPad system
- Oversee the maintenance of School Grab Packs and regular updating of paperwork when pupils and staff arrive or leave school
- Flexibility to cover SBM in absence to undertake fire drill responsibility and effectively delegate responsibilities to other admin staff

**Reports** - 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

#### **Lettings**

- Complete procedures for coordination of differing demands and uses of school site and facilities including promoting school facilities and lettings

#### **Uniform**

- Management of uniform ordering process with new starters
- Second hand clothing intake and selling thereof
- Oversee uniform ordering on website and liaise with suppliers
- Ordering of Year 6 Leavers hoodies

#### **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

#### **School Residential Trip**

- Undertake rollout and all essential communication to parents of school Residential trip in Year 6
- Attend parents meeting where necessary
- Oversee return and input of all data collection information to take on trip

#### **Miscellaneous Duties**

- Pupil filing
- Accident reporting
- Fundraising Just Giving Pages
- DBS applications processing and follow up
- Liaison with agencies to organise, book and distribute information to parents for the following:
  - Flu vaccinations (pupils)
  - Height and Weight pupil measuring
  - Vision Screening for pupils
- Liaising with the local press on events taking place in school

#### **CONDITIONS OF SERVICE**

Governed by the NJC, supplemented by local conditions as agreed by the governors.

#### **SPECIAL CONDITIONS OF SERVICE**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

#### **EQUAL OPPORTUNITY**

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's

#### **Equal Opportunities Policies.**

This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.