



# The Three Saints Academy Trust

Chief Executive Officer: Kirsty Tennyson

## Administration Officer Scale 4

### Blackmoor Park Infant School

#### Job details

**Salary:** SCP 7-11 £25,584 to £27,269 - FTE

**Hours:** 37 hours per week

**Contract type:** Permanent full year (or term time plus additional weeks are negotiable)

**Reporting to:** School business manager, Headteacher and Deputy Headteacher

#### Main purpose

The administrative assistant/officer is responsible for supporting the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the vision, values and ethos of the school in all interactions.

#### Duties and responsibilities

##### General administration

- Update manual and computerised record/information systems
- Update and maintain the school calendar
- Assist with managing the school's email and telephone message inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents and carers
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Book training courses for all staff
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required

"If you can believe, all things are possible to those who believe."

Mark 9:23

Registered office:

Barton Close, St Helens, Merseyside, WA10 2HS

01744 678010 / Teaching School 01744 678101 | Fax: 01744 678013

[stmt@three-saints.org.uk](mailto:stmt@three-saints.org.uk)

[www.three-saints.org.uk](http://www.three-saints.org.uk)

Registered in England 09626002



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- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Arrange the effective distribution of school communications

## **Attendance administration**

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- Use manual and digital methods of recording attendance and following up non-attendance
- Report and support the follow up of non-attendance with internal and external professional and parents
- Provide appropriate attendance reports as requested

## **Reception**

- Act as the first point of contact for parents/carers and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need
- Maintain professionalism and confidentiality

## **Written communication**

- Write and send letter, email and text responses and messages to stakeholders that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders
- Assist with marketing and promoting the school

## **Finance**

- Enter data into the school's finance systems and produce reports as necessary
- Collect, record and issue receipts for payments from parents and carers

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- Carry out financial administration as directed by the School Business Manager, Headteacher and Governors, in line with the school and Local Authority's policy procedures
- Record, and get ready for banking, any monies coming into the school (e.g dinner money, trips, events, fund raising).

## **Health, safety and safeguarding**

- Read and follow relevant school policies
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm in accordance with child protection and safeguarding policies and DfE 'Keeping Children Safe in Education'
- Control access to the school in line with the school's safeguarding procedures, including signing in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- Administer the school's filtering and monitoring system for online safety, and escalate any safeguarding concerns following the correct safeguarding procedures
- Liaise with the medical needs coordinator to ensure children with medical needs are supported as necessary
- Store, record and oversee the administration of necessary medication as per medical professional and parent advice
- Maintain, order and organise first aid supplies and equipment
- Record first aid training and book appropriate training as required
- Record and communicate any health and safety issues reported to the school office

## **Other areas of responsibility**

- Undertake other responsibilities commensurate with the role as directed by the School Business Manager and Headteacher.
- Undertake appropriate training required to develop in the role

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