## JOB TITLE: Support Officer (Administration)

**REPORTS TO:** Office Manager

## BAND: C

**JOB PURPOSE:**

Provide administrative support to the school, such as minuting meetings, managing appointments and preparing paperwork, ensuring accuracy and confidentiality at all times. To support in the administration of school databases and be the HR and Finance link for the school.

Work under own initiative to ensure workload is prioritised and efficiently completed.

**KEY CORPORATE ACCOUNTABILITIES**

To actively promote the Trust’s Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the Trust’s Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the Trust’s Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs

**PRINCIPAL ACCOUNTABILITIES**

* Provide administrative support, such as minuting meetings, managing appointments and preparing paperwork, ensuring accuracy and confidentiality at all times.
* Be the HR and Finance link for the school, working in liaison with the Trust central HR and Finance teams.
* To be responsible for the invoicing and payments of the Nursery, School House and the before and after school club ‘SAILS’ in liaison with school staff, external companies and parents.
* To assist with administrative tasks, papers required for meetings, letters and whole school communications.
* To undertake certain aspects of GDPR management as appropriate.
* To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate.
* To maintain the school calendar.
* To ensure school security arrangements are always complied with, including the issue of visitor’s badges and signing in and out of the InVentry system.
* To administer first aid and medication to pupils as required, in keeping with the school’s policy and liaise with parents regarding pupil’s sickness/injury.
* Provide analytical/statistical data to staff, parents and outside agencies.
* To support in the administration of school databases, including but not limited to Sims, ParentMail, InVentry and CPOMS and upload associated statistical returns.
* To complete weekly returns for school meals, free school meals, ‘cool milk’ and the fruit and vegetable calendar.
* To assist in the reporting of student absences and school meals in the absence of colleagues.
* To be responsible for the organisation of school trips and visits in liaison with school staff, external companies and parents.
* Report student and school issues in line with the School’s policies for health and safety, child protection, behaviour management etc. Complete accident Health & Safety paperwork as appropriate.
* Attend meetings and training sessions as required.
* Be involved in extracurricular activities, e.g. open days, presentation evenings.