

Job Description

Post:	Administrative Officer
Scale:	Scale 5 (Point 12-20), £29,364-£33,510 depending on experience (Actual Salary £26,088-29,772)
RESPONSIBLE TO:	Head of School and Business Manager
School/ Location	Ashburnham Community School
Hours:	Monday to Friday 36 hours per week, Term Time only 39 weeks per year
Start Date:	Required from Monday 20 th February 2023

Main Purpose

- To provide secretarial, clerical and administrative support to the Senior Leadership Team and other colleagues
- To assist in the organisation and co-ordination of effective ICT for administration purposes
- To be an ambassador for the school when meeting parents and other visitors
- Contribute to the overall ethos/work/aims of the school and meeting the needs of the children
- Be aware of and support difference and ensure equal opportunities for all

Main Responsibilities

Customer Focus

- ‘Model’ excellent professional relationships with children, parents and other professionals in the school in order to set the standard for other less experienced support staff
- Provide an excellent administrative service to all sections of the school community regardless of race, sex, background or age

School Office:

- Acting as first point of reference, receiving callers, children, parents, visitors and telephone enquiries. Offer helpful, friendly, approachable and professional service at all times and take appropriate action on own initiative

Administration

- Provide a confidential secretarial service to the Senior Leadership Team, Federation Office team and other colleagues, to include word processing, correspondence, reports, references, mail, booking appointments and meetings, maintain general and confidential electronic filing systems, provide hospitality as required

Publications

- Design, produce, upgrade, edit and distribute school/home-based bulletins, stationary, statutory notices
- Assist with the coordination and production of school reports, publications and policies with close attention to detail and following school design guides.
- Ensure paper-less methods of communication are used as far as possible and value for money principles are strictly adhered to.

Coordination

- Coordinate the administrative aspects of school trips and sporting events, taking a lead role in ensuring all involved follow procedures and protocols
- Manage the wraparound care provision i.e. camps, breakfast club, fox play and any other extended schools as instructed including implementation and payments.
- Manage the instrumental lessons provision as instructed including implementation and payments.

Data Management

- To assist in the organisation and co-ordination of effective and accurate ICT for administration purposes
- To assist in the management of Administration IT Network and SIMs modules, creating, maintaining databases
- To utilise available software and databases to produce requested reports and data
- Create, maintain, interrogate databases, spreadsheets to support the school's information requirements using Windows and Google software, Management Information Systems, and Accounting Systems (training will be provided)
- Research, prepare and complete wide range of statistical information as required by DfE, LA, Headteacher and Governing Body
- Maintain effective administrative systems to meet the schools' requirements

- Keep accurate pupil and staff data and using this information to complete census returns every term ready for authorization

Admissions/Pupil Data

- Assist with processing pupil admissions in accordance with admissions policy
- Liaise with Local Authority School Admissions colleagues in order to fill spaces quickly and fairly
- Support new children and parents to comply with admissions processes, including form filling and related requirements (for example, uniform, school meals and induction packs)
- Initiate and maintain all documentation and procedures to include pupils in schools active records
- Maintain pupil database, produce annual data checking sheets, amend/update records on system, provide class/registration lists.

Premises

- Assist the Site Manager in ensuring all statutory H&S requirements are met
- Ensure all staff and visitors are aware of H&S procedures and have taken relevant training necessary to carry out their roles
- Utilise the premises management software to monitor overdue H&S checks, certification and requirements
- Ensure all stakeholders adhere to the federation, the local authority and the schools' H&S policies and procedures

Finance and Procurement

- Process school orders following the school and federation's' procurement policy
- Liaise with the budget holders/authorizers regarding purchases
- Adhere to the school, the federation and the local authority's finance policies and procedures
- Input of invoices and credit notes using the school's Accounts Payable systems (training will be provided)
- Maintain the security of school assets in a way that is consistent with the federation's procedures and legal requirements
- Carry out financial administrative task as directed by the Head of School and Federation Business Manager

Safeguarding

- Comply with policies and procedures covering safeguarding, child protection, health, safety and security
- Contribute to safeguarding the welfare of children, staff and visitors in the school
- Reporting any concerns about safety and security to the appropriate person
- Maintaining a Single Central Record in line with procedures

Performance and Line Management

- Regularly reflect upon your performance, set targets, action plan and review your work
- Keep an up to date professional portfolio (CPD file)
- Take an active part in the Performance Management process with your line manager, sharing your success stories as well as your challenges
- Take responsibility for your work and encourage and accept feedback from your colleagues and your line manager
- Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications and engaging in annual performance review

Other

- Undertake such other duties as the Executive Headteacher, Head of School and Federation Business Manager as directed

Person Specification

Desirable:

- Experience of working as an administrator in a school or similar working
- Experience of school management information systems SIMS (data) and FMS (finance)

Essential Qualifications:

- Maths and English GCSE (grade C or above) or equivalent
- Level 2 qualification or experience in relevant discipline (or commitment to study to this level to completion/pass)

Knowledge and skills:

- Effective use of ICT and other specialist equipment / resources required to carry out job.
- Full working knowledge of relevant policies and codes of practice and awareness of relevant legislation.
- Excellent ICT skills.
- Ability to communicate effectively both verbally and in writing.
- Ability to relate well to children and adults.
- Ability to remain calm and positive in challenging circumstances.
- Work well as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to self-evaluate own learning needs and actively seek learning opportunities.
- Ability to be reflective and review own work
- Ability to use initiative and communicate clearly with others
- Ability to support development of equal opportunities and inclusion for all pupils
- Ability to organise, lead and motivate other staff.
- Ability to plan and develop systems.
- Ability and willingness to be flexible, and to go the extra mile.