**GRAPPENHALL HEYS COMMUNITY PRIMARY SCHOOL**

**Administration Officer JOB DESCRIPTION**

**Line managed by** Headteacher

**Grade**  Level 4

**Hours** 27.5 hours per week term time only

 (9:00am - 2.30pm)

### **A: INTRODUCTION**

The following is a broad outline of the duties and responsibilities of the Administration Officer. This job description will be reviewed on an annual basis. Specific duties attached to the post are in many cases difficult to define, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

In addition to the duties listed below there is an implicit understanding that the post holder will communicate, support and cooperate with all colleagues within the school community, working as a vital part of the staff team, and that will treat all children with respect, taking a genuine pride in the school and maintaining the caring standards it sets.

## **B: OVERALL RESPONSIBILITIES**

To manage key office duties and personnel whilst maintaining confidentiality at all times.

## **C: MAIN DUTIES**

**Office management / pupil records**

* Assist the Headteacher in terms of marketing the school.
* Ensure the effective filing of all school documents and materials.
* Promote and safeguard the welfare of pupils at all times.
* Accurately keep pupil records and produce reports as and when required using appropriate software including SIMs.
* Provide the head and administrative team with support with administrative tasks which enables the school office to run efficiently.
* Update pupil information electronically to ensure information is readily available for the head teacher.
* Work with the administrative team to co-ordinate the work of the general office and associated areas to maximise the effectiveness of the school support service.
* Order goods and services by the Head / SBM.
* Reconcile delivery notes to purchase orders / invoices.
* Assist with bookings and invoices and reconciliations for Link Club and Nursery.
* Produce letters and reports using Microsoft Office including Word and Excel.
* Assist with recruitment and induction of new staff and maintenance of training.
* Assist in the administration of school maintenance.
* Assist in the induction of new pupils and data collection.
* Photocopying of school and office materials.

**Communication**

* Manage the main school email account.
* Manage a public relations role with teaching and non-teaching staff, parents, pupils, governors, the community and external agencies with and on behalf of the head teacher to foster good relationships for the benefit of the school.
* Maintain a detailed working knowledge of ParentMail to send text /email messages, run payment reports, Parents’ Evening appointments, feedback surveys, etc.
* Initial contact with deliveries and contractors.
* Receive and open post, distributing accordingly.
* Monitor the staff pigeon holes.
* Liaise with Friends representatives for events.
* Deal with initial enquiries at the school Reception area both from visitors and over the telephone.
* Maintain own email account and access to headteacher’s calendar.

**Medical**

* Provide medical and care needs of children when specific training has been undertaken.
* Check First Aid boxes and stock adequately.

**General**

* Contribute to the school’s ethos of striving for excellence.
* Set up meeting rooms at the start of each activity session and carry out necessary health and safety checks.
* Maintain the school noticeboard.
* Keep communal areas such as reception and porch tidy.
* Implement school policies and procedures to ensure consistency and accuracy.
* Assist kitchen staff in chasing up school meals arrears.
* Complete claims for free milk.

**Personal development**

* To have a commitment to Continuous Professional Development (CPD) attending those courses and meetings which will improve personal performance and the effectiveness of the school.

**Person Specification for School Administration Officer Scale 4**

**I = Interview**

**A= Application form**

|  | NECESSARY REQUIREMENTS | EVIDENCE |
| --- | --- | --- |
| ESSENTIAL EXPERIENCE | Ability to deal with the public and other agencies | A/I |
| Knowledge of a school based office | A/I |
| Ability to manage projects independently | A/I |
| ESSENTIAL SKILLS AND ABILITIES | Ability to build positive working relationships across a wide range of individuals and groups | A/I |
| Ability to communicate effectively both verbally and in writing  | A/I |
| Ability to be a positive ambassador for the school promoting our ethos of striving for excellence | A/I  |
| Ability to analyse complex problems and seek solutions | A/I |
| Attention to detail | A/I |
| Accuracy of record keeping | A/I |
| Ability to be flexible within a range of tasks | A/I |
| Ability to devise and co-ordinate systems within the school | A /I |
| Ability to manage own workload and use initiative under pressure | A/I |
| ESSENTIAL EDUCATIONAL SKILLS/ QUALIFICATIONS | GCSE or equivalent in English and Maths to a minimum of Grade C | A |
| Evidence of attending courses to further own professional development | A |
| Knowledge and understanding of SIMS | A/ I |
| Knowledge of Microsoft Office | A/ I |
| DESIRABLE | Knowledge of FMS | A/ I |
| Qualifications in school office management  | A /I |
| First Aid at Work | A/ I |
| PERSONAL QUALITIES | Sense of humour | A /I  |
| Excellent health and attendance record | A /I |
| DBS check | A/ I |
| Ability to build good relationships with pupils | A /I |
| Ability to liaise sensitively with parents and the public | A/ I |