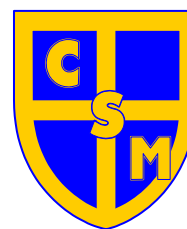


# Job Description: School Administrative Officer



Creech St Michael C of E Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## Job details

**Salary:** Somerset Pay Spine Grade 14

**Hours:** 23.35 hours per week (08:00 – 13:00 Monday – Friday) Term Time Only

**Contract type:** Part Time / Permanent

**Reporting to:** School Business Manager

## Main Purpose

The School Administrative Officer is responsible for supporting with the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision 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 inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary

- Manage and organise completed forms from parents

- 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

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

### 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

## Reception

- Act as the first point of contact for parents 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

## Security

- 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

## Written Communication

- Write and send email responses 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
- Carry out financial administration in line with the school's procedures

## Other Areas of Responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- 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

The School Administrative Officer will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the School Administrative Officer will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

## Person Specification

CRITERIA	ESSENTIAL QUALITIES	DESIRABLE QUALITIES
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths Grade 4 (Grade C) or better</li> </ul>	<ul style="list-style-type: none"> <li>First aid training (or willingness to complete it)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Carrying out administrative tasks</li> <li>Dealing with face-to-face and telephone interactions</li> <li>Working and collaborating within a team</li> </ul>	<ul style="list-style-type: none"> <li>Working with children or young people</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Good oral and written communications skills</li> <li>Ability to respond quickly and effectively to issues that arise</li> <li>Ability to use own initiative and take action accordingly</li> <li>Ability to use IT packages including word processing, spreadsheets and presentation software</li> <li>Ability to use relevant office equipment effectively</li> <li>Ability to build effective working relationships with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to develop the specific skills required to use school based IT systems</li> </ul> <p>Excellent attention to detail</p> <p>Good knowledge of financial regulations</p> <p>Ability to plan, organise and prioritise</p> <p>Understanding of data protection and confidentiality</p> <p>Understanding of safeguarding</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding and equality</li> <li>Embraces change well</li> <li>Deals with difficult situations effectively</li> </ul>	<p>A good sense of humour!</p>

This job description may be amended at any time in consultation with the postholder.

**Last Review Date:**

**Next Review Date:**

**Headteacher's Signature:**

**Date:**

**Postholder's Signature:**

**Date:**