BROAD HINTON CHURCH OF ENGLAND PRIMARY SCHOOL

JOB DESCRIPTION

POST: Administration Officer
POST HOLDER:
SCALE POINT: Grade E
CONTRACT: 32.5 hours per week

Primary Objectives:

- To run the school office, carrying out all administration duties for the school
- To adhere to the school's Safeguarding policy and related policies in particular to the use of mobile phones and cameras within the school environment.
- To administer the single central record and CPOMS on behalf of the safeguarding team; Staffsafe and Visitorsafe as well as communicate safeguarding concerns from the school office.
- To have a responsibility to model the type of behaviour and everyday dress (NO DENIM) felt to be acceptable within the school environment.

Key Tasks:,

School Administration:

General:

- Manages the School Administrative function including – the school reception, reprographics, records, telephone and processing of mail, texting and e-mailing. Maintains School Diary on Microsoft calendar and the website. Deal with personal callers, parent enquiries, deliveries and collections.
- To manage and keep up to date the SIMS system for all pupils and staff and staff and pupils records, including KS1 and KS2 Assessments and Foundation Stage Profiles. Make staff and pupil returns as required including job vacancies, pupils tracking, Early Years, Class size, Attendance, Racial Incidents and formal assessments. Send reports by e-mail, Perspective Lite and S2S.
- Maintains pupils' records, including medical records and deals with the administration of medical and dental inspections. Produces and interrogates the information as required by the LA, Headteacher, Child Health Department, DCSF and other teachers.
- Alongside the headteacher, administer selection procedures for new members of staff and people called for interview.
- Undertake general administration tasks eg: book transport, organise class trips alongside class teacher, book training courses and subsequent supply teachers, arrange venues, use and complete EVOLVE risk assessments for trips and visits and administer clubs which include wrap around care.
- To regularly check Right Choice for county communications pertaining to the role, Right Choice membership for staff and governors and to book or cancel courses when necessary. To log courses for staff in SIMS, ensuring records are up to date.
- Use Parentmail for main communication with parents and staff for whole school activities. booking forms, invoices and communication to the school community regarding wrap around care.
- To manage and populate the school website by uploading and deleting regular publications.
- Review, amend and distribute newsletter (rectified by the headteacher) to give information to parents.
- Gather and distribute information to staff and local organisations.

- **In conjunction with the bursar organise administrative support for other school staff and to generate correspondence for the headteacher.**
- **To have regular responsibility for liaising with MDSA, teaching assistants and handyman/grounds maintenance as appropriate.**
- **Working alongside the Bursar to manage responsibility for School Meals provider, Cleaning Contractors and Grounds Maintenance contractors. Buildings maintenance contractors, including preparation of schedules, issuing instructions and monitoring of work.**
- **Provides administrative support to the Headteacher and other teachers and undertakes correspondence where required.**
- **Confidential PA to the Headteacher/SENCO.**
- **Organises school admissions with Foundation Stage teacher and Headteacher.**
- **Administration of new admissions and appeals procedure. In the absence of the Headteacher, receives and, if appropriate shows prospective parents/visitors around the school.**
- **Maintains a secure environment for money, Key Stage Assessment papers etc.**
- **Organises appropriate attention for pupils in cases of illness or minor injury.**
- **Commissions and monitors stock and equipment as required within an agreed budget**
- **Maintains Inventory and Asset Register and reports annually to the Governing Body. Ensures that equipment is security marked.**
- **In conjunction with the bursar advise the Headteacher on requirements and is responsible for ensuring the installation and maintenance of correct fire protection equipment in the school. Keeps records of and initiates regular fire practices and alarm tests and to ensure that emergency procedures are current and timely and in accordance with advice issued by Health and Safety.**
- **Completes and files Health and Safety Accident Reports and report anything appropriate to the Health and Safety Executive.**
- **Organisation of school filing system**
- **Deals with pupils minor first aid and illness issues, contacts parents as necessary and calls emergency services if required.**
- **Oversees and manages pupils' medication.**
- **Co-ordinates training in first aid, fire and other health and safety matters**
- **Liaises with the Headteacher and staff in arranging extra curricular activities, school events and visits.**
- **Alongside the bursar to produce and publish School Census return and other statutory returns to the LA and DCSF.**
- **Alongside the headteacher and bursar to update the School Prospectus when appropriate and Staff Handbook annually.**
- **Co-ordinates the Fruit and Vegetable and School Milk schemes.**
- **In conjunction with the bursar, administer school property; oversee the servicing, maintenance and repair of buildings, plant, equipment and fixture and fittings. Organise letters of premises. Control and re-order stock (stationery and educational consumables, uniform) taking account of 'value of money'. Research the best 'value for money' and order equipment for staff under the direction of the headteacher.**
- **Ensure that the school complies fully with safer recruiting procedures through recruitment administration, including arranging for DBS clearances.**
- **Arranges for and checking evidence for DBS clearances for voluntary helpers, governors and staff and therefore maintain the schools single central record.**
- **Maintains records of staff sickness/absence.**
- **Alongside the bursar to manage the school utilities e.g. oil, water and electricity, ensuring supplies and monitoring usage.**
- **Responsible for maintaining adequate supplies of oil and ensuring that the heating is regulated according to season.**

Criminal Records Bureau Disclosure:

The nature of the work requires that the post-holder has undergone checks by the Criminal Records Bureau and has the relevant level of Disclosure.

Equal Opportunities:

The post-holder has a responsibility to understand and abide by the obligations laid down in the School's equal opportunities policies.

Signed:_____Date:_____

Signed:_____Date:_____