



Torridon Primary School

POSITION:	Administrative Officer
REPORTS TO:	Headteacher
RESPONSIBLE FOR:	n/a
GRADE:	4

KEY PURPOSE OF THE JOB

To act as administrative assistant in the school office, by providing support for a range of administrative, clerical and receptionist functions.

MAIN ACTIVITIES

1. Providing administrative and clerical support to the Senior Leadership Team (SLT).
2. Supporting the SLT in maintaining the administrative, personnel and financial procedures and systems and the pupil database.
3. Assisting in the smooth running of the school office and reception area.

The main duties and responsibilities are indicated here. Other duties of an appropriate level and nature may also be required and therefore negotiated.

SPECIFIC RESPONSIBILITIES

- 1. Managing the school's administrative and secretarial function, including:**
 - Maintaining pupil records including daily attendance, lunches and preparing pupil attendance summaries for SLT
 - Maintaining records of staff absence and sickness and preparing reports for Headteacher and Governors regarding staff absence.
 - Liaising with supply teacher agencies, making bookings as required and returning timesheets.
 - Monitoring office stationery and school stock levels while ensuring the school obtains the best possible value for money. Ordering new stock and checking incoming orders.
 - Acting as the initial point of contact for visitors to the school, welcoming them and dealing with enquiries or referring them to other staff, as appropriate.
 - Answering incoming telephone calls, dealing with enquiries, taking messages or referring on to other members of staff, as necessary.
 - Maintaining up-to-date school emergency contact forms and records
 - Contacting parents and carers as required, e.g. regarding attendance or when a child is sick.
 - Acting as the initial point of contact for new admissions, answering parents and carers queries and

supporting them in completing admissions and other forms Supporting parents and carers with secondary common admission forms.

- Liaising with other schools when children are transferring to and from other schools.
- Liaising with parents and carers regarding non-attendance, including sending letters where there are concerns.
- Liaising with SLT regarding pupils' attendance.
- Administering school meals finance, including keeping dinner registers, collecting dinner monies, administering free school meals and liaising with kitchen staff.
- Checking and paying invoices and entering expenditure on the school's accounting system.
- Monitoring the receipt, safekeeping and banking of all monies received by the school.
- Opening and distributing incoming mail and managing outgoing mail.
- Photocopying and scanning documents as required.
- Word processing general correspondence and other school documentation as required.
- Maintaining and developing school communications, including emails, text messages, newsletters and website posts

2. Maintaining computerised and/or paper databases of financial, pupil and staff information, including:

- Maintaining efficient and confidential filing systems, relating to pupils, staff, finance and school procedures/documentation.
- Assisting in the maintenance of the school's database of attendance records, liaising with school staff and LA officers as appropriate
- Providing the Headteacher and LA with statistical information and analyses regarding pupil roll and attendance and other data, as required.
- Assisting in the production of other computerised and/or paper data bases of pupil, staff and financial information, including the production of monthly, quarterly and annual returns required by the DfE and LA.
- Assisting staff in the production and maintenance of other pupil records and reports.
- Assisting the Headteacher and designated staff in the data management of the Statutory Testing process.

3. Administrative support for the SLT, including:

- Providing personal administrative support to the Headteacher, as required.
- Administration of new admissions, parent interviews and appeals procedures.
- Taking minutes of staff, governing body and leadership meetings as required and publishing these within agreed deadlines.

OTHER DUTIES & RESPONSIBILITIES

- In liaison with the SLT and/or Facilities Manager, taking responsibility for buildings maintenance, furniture and equipment, ensuring security and repair.
- Administering First Aid in caring for injuries, comforting children with emotional difficulties, following pupil support procedures.
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
- Contribute to the overall aims and ethos of the school.
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings, as directed.
- Participate in training and other professional development opportunities, as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Lewisham Safeguarding Children's Board.

This job description sets out the main duties of the position at the date it was written. Such duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed. Such variations cannot of themselves justify a reconsideration of the grading of the position.

The Postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

SPECIAL CONDITIONS

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

The Postholder may be required to work outside of normal school hours on occasion (e.g. to attend Finance Committee Meetings, Governing Body Meetings, etc), with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue:

Signature of Post holder

Signature of Headteacher

Person Specification for Administrative Officer

Qualifications

- Qualified or studying towards a qualification in management administration
- Qualified in the administration of First Aid

Experience

- The post holder must have at least three years administrative experience in education
- Of using, maintaining and developing administrative systems
- Day to day financial administration
- Of analysing statistical data relating to school roll, attendance, etc.

Knowledge

- An understanding of and commitment to Equal Opportunities issues within the workplace
- To have an understanding and commitment to the school's vision and policies
- Good knowledge of effective administration systems

Skills

- High level of numeracy skills, able to analyse and present statistical information
- High level of IT skills in Word, Publisher and Excel
- Ability to communicate effectively, both verbally and in writing
- Ability to build and maintain effective working relationships with a wide variety of people
- Ability to carry out general office skills and deal with a variety of tasks e.g. filing distribution of post
- Ability to maintain strict confidentiality in all matters
- Ability to delegate tasks appropriately and monitor quality of delivery

Additional

- High levels of emotional intelligence
- Ability to build excellent relationships with children and adults (colleagues and parents or carers) and to be professional at all times
- Ability to stay calm and measured in order to resolve potential conflict situations
- Ability to adapt quickly and effectively to changing circumstances/situations
- Ability to use own initiative and work independently

