



Job Description for Administrative Officer

Salary: Scale: S01 Spine Point: 23 (£37,575 -FTE) - 25 (£38,769 - FTE)

Hours: 36hours per week, Term Time only

Contract type: Permanent

Reporting to: Executive Headteacher/Head of School

Purpose

The Administrative Officer is responsible for supporting with the administrative, pastoral and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders. They will be an ambassador for the school and embody the value, vision and Catholic ethos of the school in all interactions.

General administration

- Update manual and computerised record/information systems
- Update and maintain the school calendar
- Send out the School Memo every morning.
- 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 vaccinations, dental, height & weight visits from NHS
- 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
- Monitor and manage stock by checking general stock cupboard every month.
- Maintain the operation of the photocopiers to ensure it's ready to use at all times, resolving any issues to the company, ordering toners and sending copier reading every month.
- 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
- Responsible to complete termly census except the School Workforce Census.

Attendance administration / Data

- Will be the school's internal Data Protection Officer making sure that all policies & privacy notices are up to date and that the school is fully compliant with statutory responsibilities of data protection.
- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary. Persistent absentees have to be reported to Senior Leadership Team without any delay.
- Monitor the late arrival of pupils and report to Office Manager
- Support middle leaders with the upload of assessment data.

- Maintain register for pupil dinner, staff dinner, clubs, nursery fees, music tuition, school trips, residentials and all other payment items on Arbor Payment
- Send debt letters to parents every week and keep following up via texts and telephone
- Monitor the Arbor payment's system to make sure that debt amounts are kept at zero.

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
- Will need to accompany students and teachers on day trips.
- Sending text messages and emails to parents and stake holders.

Security and Health & Safety

- 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
- Act as Fire Marshall during evacuation and fire drills.
- Ensure that all classrooms are equipped with school map, evacuation pack with registers.

Senior Leadership Team Support

- Support SLT with organizing meetings with parents and multi agencies.
- Organise Headteacher's calendar and remind daily activities
- Organise and order catering for meetings and events
- Support SENDCO with preparing documents for annual reviews

Extended School Support

- Produce flyers to market extended school clubs.
- Set up timetable for clubs and send letters to parents
- 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

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns in a timely manner where necessary
- Promote the safeguarding of all pupils in the school

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues including maintaining open and effective lines of communication

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Notes:

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

Last review date: 23/05/2024

Next review date: May 2027

Headteacher's signature: _____

Date: _____

Postholder's signature: _____

Date: _____