

## The Link Primary and Link Secondary Schools

### JOB DESCRIPTION:

### School Administration Officer

#### JOB PURPOSE

To provide effective and confidential comprehensive administrative support to the Headteacher, in order to ensure the smooth and efficient running of the school. Under the daily direction and management of the PA/School Secretary be responsible for the day-to-day organisation and administration of the school office and its procedures.

#### MAIN DUTIES AND RESPONSIBILITIES

In conjunction and in support to the PA/School Secretary

##### Safeguarding

- Maintain (including daily update of) Single Central Record (SCR) for safeguarding
- To ensure that the SCR is complete and accurate at all times and complies with the requirements of OHCAT Safeguarding policies and procedures
- Prior to the arrival of Supply and Temporary/other staff ensure liaison with Agencies for full ID compliance forms and approval
- Prior to the arrival of Contractors ensure compliance forms and approval as applicable in line with OHCAT procedures
- Attendance at all safeguarding (and related) training as required by the school

##### Secretarial and Administrative

##### RECEPTION/TELEPHONE

- Receive all visitors, callers and inquiries, deal courteously and efficiently with all visitors, parents, local authority officials, medical officers, suppliers etc. Maintain a visitor's book.
- To deal effectively with telephone calls, transferring callers to relevant staff and taking and passing on messages when required
- Receive all incoming calls/fax to the school, responding, routing/taking messages. Obtain or make outgoing calls as requested
- To ensure the reception area and staff room remains tidy and that literature and forms are updated and replenished as necessary
- To monitor entry systems for the main gate and reception area
- To issue passes to visitors with reference to the school's child protection policy
- To ensure contractors sign in
- Communicate and contact parents using Parentmail and telephone
- Responsible for the provisions and providing refreshments as appropriate to visitors
- To be aware and support the school's (OHCAT) commitment to equal opportunities. To ensure a commitment to equal opportunities in as aspects of practice

#### DIARIES AND HEAD TEACHER

- Maintain the School and Head teacher's diary, issuing reminders as necessary.

#### MAIL, E-MAIL & WORD PROCESSING & ADMINISTRATIVE

- Word process letters, reports, flyers and notices etc as required
- Stamp and post outgoing mail
- Keep all filing up to date
- To monitor the school email account, responding to enquiries or forwarding messages to the correct recipient as required
- To open and distribute incoming mail
- Distribution of outgoing letters, newsletters, leaflets etc
- Duplicating/photocopying of school correspondence, filing and any other administrative tasks in the primary school office as directed
- Ordering of appropriate stationary and school supplies and checking deliveries against delivery notes and arranging delivery to the correct recipient
- Maintain and update SIMS records as appropriate
- Count, record reconciles and bank money received for school trips, uniform sales, fundraising etc
- Attendance – to be responsible for all duties relating to ensuring good attendance including registers on SIMS twice daily. Monitor children's holiday requests and tracking leave
- Responsible for Parentmail ensuring all parents register at the start of the new academic year
- Managing the meeting room bookings and general school lists to ensure they are kept up to date
- Arranging visits of photographer, collecting monies, including cash up to £500 from outings, photographs, fundraising, school bags and accounting for the same and preparing for banking
- In conjunction with the School Nurse maintain records of children with medical needs, including Education Health Care Plans (EHCP)
- Produce returns required by the DfE and LA, including the School Work Force and Main School Census
- Communicate and contact parents using Parentmail and telephone
- Responsible for the provisions and providing refreshments as appropriate to visitors

#### FIRST AID AND WELFARE

- Be aware of the school and OHCAT ethos and priorities of care and support for the children
- Administer First Aid (take 1 day course), deal with minor injuries and sickness.
- Provide a change of clothing when necessary, ensuring the area is clean and hygienic
- Inform parents of emergency contact when necessary
- To care for distressed children (all staff)
- Liaison with parents regarding pupil needs following injury or illness at school
- Ensure that all accidents or injury are recorded at the appropriate level
- To be responsible for maintenance of the kitchen area

#### STAFFING

- Update staff absence recording spreadsheet as necessary
- Where necessary and in conjunction with the HR Officer complete necessary HR administration
- Organise INSET days, ensuring all arrangements are in place in liaison with Deputy Headteacher
- Organise weekly school on-line shop.
- Social Secretary – organising regular staff outings maintaining good morale amongst staff
- In conjunction with the School Nurse organise relevant in-house training for staff regarding children with medical needs

#### ADMISSIONS AND LEAVERS

- Assist with the organisation of the annual intake to primary including the formulation of admission forms and information packs, arranging intake meetings, and attendees, data entry to SIMS, production of class lists, allocating class, allocating individual visits and start date also arranging home visits and preparing all the necessary paperwork
- Liaise with other schools regarding transfers of records, including CTF
- Liaise with staff as appropriate regarding pupils joining the school and any needs identified, including, but not exclusively, SEN, Dietary and Medical etc
- Arrange tours of the school for prospective parents
- Ensure that all leavers have correct paperwork completed and that files/CTF are forwarded immediately

#### PUPILS

- Prepare and maintain the various pupil information sheets and database (**SIMS**).
- Type and maintain confidential records and reports.
- Maintain the school's pupil attendance register – generating weekly register sheets and ensuring attendance module is up to date on **SIMS**.
- Notify lunches to LA kitchen (including specials) and provide or organise emergency cover in distributing meals to pupils.
- Arrange medical dental and other inspections, sending forms to parents etc.
- Arrange group outings/journeys; parent notification/authorisation, finance, cancellation of lunches, minibus bookings, and equipment list.
- To pass on any children's protection issues to named Designated Safeguarding Lead (DSL), Child Protection Officer (all staff).
- Design and produce Birthday, Swimming Certificates on weekly basis.
- Responsible for school uniform – ordering from supplier, selling to parents etc.
- Covering in classes in emergency circumstances

#### OUTINGS AND EVENTS

- Make arrangements for outings, receiving quotes, booking coaches and tickets and sending out relevant paperwork and forms to parents
- Prepare letters to parents regarding visits
- Help where necessary with arranging sports days, special events etc

#### FINANCE

- Responsible for raising invoices for fees from local authorities and invoices to parents for school meals, riding lessons, outings etc.
- Record all incomings and outgoings and present to Accounts Dept. on weekly and monthly basis.

#### INVENTORY AND SUPPLIES

The following duties are to be carried out in liaison with the Site Manager as appropriate.

- Maintain inventory including location of fittings, fixtures, furniture, furnishings, and school equipment.
- Maintain stock list of school, kitchen and cleaners expendables. Order, receive and check, and put away all deliveries, then update stock list.

#### GOVERNORS

- Arrange refreshments for Governors meetings when held at the Primary School

THE LINK ASSOCIATION

- Where necessary and in the absence of the PA/School Secretary, act as School representative, attend regular meetings, reporting back to staff.
- Support and assist in organising events, fundraising etc.

This job description will be reviewed periodically in conjunction with the post holder.

Date of next review:

**Signed:**

**Dated:**