

RAMSDEN PRIMARY SCHOOL

Job Description - Administration Officer

Name of Post holder:

Job Title: Administration Officer

Responsible to: Headteacher and Business Manager

Hours of work: 25 hrs weekly Monday - Friday 8.15 am - 1.15 pm all year round

Pay: NJC Grade 3
£24,790 - £25,584 (37 hours)
(Actual salary £16,749.99 p.a.)

Purpose of Job

To provide a wide and varied range of clerical, administrative and financial support to the school.

Key Responsibilities

Reception

1. Provide a warm welcome for parents, visitors and colleagues, dealing with requests in a friendly, efficient and professional manner, including both in person and over the phone
2. Record and pass on messages as appropriate
3. Ensure school security arrangements are complied with, including the management of entry/exit procedures to/from the school for all staff, pupils, parents, carers and visitors
4. Accept and sign for deliveries as appropriate
5. Provide hospitality for visitors to the school

Welfare

1. Liaise with parents about pupil matters such as absence, accidents and illness as required
2. Work closely with the Child and Family Support Worker to monitor, maintain and collate pupil records linked to attendance, carrying out the associated clerical tasks
3. Assist with visits from external agencies
4. Assist with the general welfare of pupils

Clerical

1. Manage the school's admission arrangements, including into main school and into nursery
2. Be responsible for the preparation and maintenance of pupil data and information records held both manually and electronically
3. Manage electronic systems for school attendance registers and dinners, communicating necessary information with relevant people and carrying out any associated clerical tasks
4. Maintain and monitor whole-school attendance records, producing returns and reports as required by the Headteacher and governors, including weekly attendance figures for assembly, display and the school website, along with termly/half-termly attendance awards

5. Accurately maintain the shared calendar and school website, ensuring school information is kept up-to-date
6. Assist school staff in the organisation of events such as trips, sports days, parents' evenings, productions etc. and organise associated administration
7. Maintain and monitor school stock, ordering supplies as necessary
8. Provide administration assistance as required by the Headteacher and teaching team, including filing, reprographics and data-inputting tasks
9. Administer a range of school services such as Cool Milk, Fruit for Schools, school photography and uniforms, including the operation of associated management systems
10. Fully utilise IT facilities and modern technology

Finance

1. Be responsible for administering and reconciling the school's private fund account and preparing for audit, including collecting and recording dinner/trip monies etc.
2. Prepare monies for banking and bank as necessary
3. Carry out all financial administration in accordance with appropriate LA and school financial regulations and policies

General

1. Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection; reporting any concerns to the appropriate person
2. Carry out all duties with regard to the school's ethos, policies and codes of conduct
3. Participate in training and other learning activities as required, including appraisal and professional development
4. Ensure that output and quality of work is of a consistently high standard and complies with current legislation/standards

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Business Manager or Headteacher to carry out other reasonable duties within the context of the job, skills and grade.

This role requires enhanced DBS clearance.