**Job Description for Administration Officer at Baginton Fields School**

**Baginton Fields School is committed to safeguarding children and promoting children’s welfare. This post is subject to all the relevant pre-employment checks set out in Keeping Children Safe in Education, including an enhanced DBS certificate with a barred-list check.**

**All employees must remain vigilant to ensure the safeguarding and child protection of students on roll and adhere to the requirements of *Keeping Children Safe in Education (DfE 2021)* and the *Policy for Safeguarding and Child Protection 2021-22.***

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| Post title | |  | | --- | | **Administration Officer** | |
| Pay grade | Grade 3, pro rata, term time only.  8.30 -3.30 Monday - Friday |
| Key External Contacts | * Parents and families * The wider school community * Colleagues in local schools |
| Key Internal Contacts | * Teachers based at the school * Support staff based at the school * Medical staff * Governors * Escorts and Drivers |
| Responsible to | * School Business Manager |

Members of the staff team at Baginton Fields are appointed to serve the school community as a whole and must therefore be prepared to support all students. Individual staff are allocated to a specific Key Stage and class group but retain responsibility for the safety and welfare of all students.

All staff are required to uphold the school vision of:

**“Dedicated to delivering inspirational learning experiences.”**

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| **Purpose of the role** |
| |  | | --- | | * Provides a full administration support service to the school. Handles a range of administrative & financial processes and tasks that are covered by established procedures, but prioritises own workload. Works with a variety of ICT software packages including Microsoft Office, producing/amending documents and inputs/retrieves data from SIMS/financial packages using initiative where necessary. * Work is carried out without close supervision, other than that provided through working arrangements, methods and procedures. Overall guidance and supervision will be from the School Business Manager. | |
| **Responsibilities** |
| |  | | --- | | **A duty to comply with the school’s Code of Conduct, Child Protection and Safeguarding policies and practices** |  |  |  | | --- | --- | | |  | | --- | | *Reception:*   * Ensure reception area is welcoming and tidy. * Receive visitors and deliveries/goods, dealing with associated administration (security badges, signing delivery notes). * Show visitors around. * Deal with telephone calls and other enquiries, provide general information, take messages. * Be a first point of contact for students/pupils requiring help/support and referring them to other appropriate staff in school.   *Office Duties:*   * Handle incoming mail, ensuring appropriate distribution. * Handle outgoing mail, posting, maintaining records of postage. * Undertake routine clerical activities/duties, e.g. Photocopying, filing, using fax, email, completing forms, ensure supply of and maintain stationery and office supplies. * Undertake word processing, produce standard letters – amend with up to date information (e.g. letters to parents re events in school), produce documents from drafts. * Assist with production of school newsletter. * Distribute documents and materials within the school. * Arrange meetings. * Provide administration support for the Education, Health & Care Plan reviews.   *Financial:*   * Collect, count and record dinner money. Pursue dinner debts as appropriate. * Receive and record other money on behalf of the school (e.g. Trips, voluntary contributions) as instructed by the School Business Manager. * Using SIMS FMS: Create orders and input invoices as authorised by the Head/School Business Manager. * Retrieve standard reports from the finance system.   *Records:*   * Maintain pupil and staff data, update, retrieve information and collate reports. Complete paperwork for admissions and leavers. * Produce attendance registers from MIS, record and maintain attendance and reasons for absence, following up as necessary (e.g. Chasing sick notes from parents). * Complete absence returns for teaching and support staff. * Undertake other routine procedures, assist in completing all statutory data returns. * Maintaining Free School Meal (FSM) records. * Provide admin support for Health & Safety records.   *Other:*   * Liaise with parents regarding the notification for pupil absences. * Liaise with third party professionals for repairs and maintenance of equipment and premises repairs | | |

**Other Professional Requirements**

* Undertake training as considered appropriate to the needs of the post
* Undergo staff performance and review scheme interviews as part of continuing professional development.
* Any other reasonable duties at the discretion of the Headteacher/Deputy Headteacher.