



JOB DESCRIPTION

Job Title: Administrative Officer	Job Number:
Directorate: People	Post Number: 1003605
Service:	Grade: 4
Location: Southfields Primary School	

37 hours per week term time only, plus 5 training days (39 weeks)

Part-time hours may be considered

Job Purpose: Under the management of the School Business Manager to work as part of a busy team to provide an efficient and effective reception, admin and finance support service to the school, ensuring confidentiality is always maintained. Take responsibility for the work of the Clerical Assistant.

Main Duties and Responsibilities

General

- Act as front of house using excellent communication skills to receive and assist parents and other visitors, making appointments when necessary.
- Ensure that safeguarding procedures are followed for all visitors - signing in procedures, checking badges for identification and any other relevant paperwork including DBS when necessary.
- Provide an efficient and professional telephone service: filtering calls, taking and distributing messages, giving accurate information to enquirers, ensuring data protection protocols are adhered to.
- Ensure the front reception area is a welcoming and tidy environment.
- Responsibility for updating the school website, as and when necessary.
- Maintain and update electronic diaries.
- Undertake filing, word processing, emailing and photocopying tasks.
- Process incoming and outgoing post, both internal and external.
- Contact parents/carers if there are any concerns with a child's health or in any other circumstance, for example: after school activities are cancelled and ensuring the appropriate person(s) are given notice to collect a child, either by the text message service or telephone.
- Update pupil allergen list and ensure that relevant staff are aware of pupil allergies.
- Administer pupil medication, if necessary, in accordance with school policy.
- Provide hospitality and refreshments to visitors and ensure that meeting rooms are appropriately set up and serviced.
- Oversee the sale of school uniform to parents and monitor stock levels
- Monitor stock levels of copier paper and general stationery and re-order when necessary.

Pupil Data

- Manage the flow of pupil information, including attendance data, assessment data and personal information.
- Work with the Pastoral team and Headteacher in relation to recording pupil attendance information.
- Maintain and update electronic pupil record systems, ensuring that emergency contact details are up to date and that consent forms for pupils have been received and filed appropriately.
- Oversee the co-ordination and monitoring of the admission of new pupils. Ensuring that all parents are aware of the need to register for a place and inform parents of the necessary procedures for transferring schools, registering for school appeals and applying for Free School Meals.
- Manage the Nursery admissions applications and waiting list, and ensure parent funding agreements are completed each term.
- Ensure funding is claimed for new pupils, where appropriate.
- Prepare and submit statutory returns for the DfE and Local Authority.

School Meals

- Oversee the administration of daily school meal numbers and maintain computerised records, including allocation of meals for children who arrive late to school and notifying the kitchen of any extra meals.
- Be the point of contact for staff meals orders, inform the kitchen and update computerised records.
- Complete procedures as necessary to support MyChildAtSchool (MCAS) – online payments system.
- Implement debtors procedures when necessary to ensure that families do not get into a debt situation.
- Download free school meals list and update Bromcom appropriately.
- Support families with claims procedure for free school meals.
- Support families with the use of MCAS for paying for school meals.

Finance Support

- Ensure the accurate input of data into the school financial computer accounting system.
- Raise orders, receive and record deliveries and process invoices and payments for goods and services.
- To be responsible for cash collection within school and ensure that the collection, reconciliation and recording of payments for trips / clubs / uniform sales within the school adheres to audit procedures in line with the Finance Policy.

School Trips and Afterschool Activities

- Undertake administrative procedures for various school trips, activities and afterschool clubs: maintenance of records, handling and banking cash payments and ensuring that trip money is collected.
- Support teaching staff in the organising and booking of school visits: venue, transport and school meals if required.
- Produce letters / send electronic notifications to parents to ensure parents are informed of events in good time to enable the collection of money.
- Produce and update afterschool club pupil registers.

Additional Duties

- Assist with the organisation of the annual school immunisation programme.
 - Assist with the organisation of the annual school pupil photographs.
 - Attend relevant training courses to update knowledge and extend own understanding of particular areas.
 - Any other duties and responsibilities within the range of the salary grade
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All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post Holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.