

**Vacancy Reference No:**

Job Title: Administrative Officer

Directorate: Children, Learning and Young People **Post Number:** 024366

Service: Schools **Grade:** 3

Location: Willenhall Community Primary School

Job Purpose

- To be the first point of contact for callers and visitors to the school, offering professional guidance and assistance both personally and by telephone ensuring confidentiality is maintained at all times.
- To assist in the provision of efficient and effective administrative support to the school, and members of the Leadership Team under the direction of the Office Manager, School Business Manager and Headteacher.

Duties and Responsibilities:

- To provide a welcoming and efficient reception service, receiving parents and other visitors, ensuring visitors sign in on arrival and all safeguarding checks are carried out in line with the school's policy and procedures.
- To filter telephone calls, taking and distributing messages as required, processing enquiries, booking appointments/arranging meetings and maintaining diaries as directed.
- To assist the administration function including word processing, photocopying and collating of documents, memos, letters and communication of information e.g. Newsletters, reports to parents, text messages, e-mails and website information etc. Working methodically by prioritising tasks to ensure that deadlines are met.
- To assist with all school meal procedures e.g. inputting data onto the School's MIS, updating manual registers, collecting and reconciling payments and ensuring its security until collected, notifying catering of the number of meals required and liaising with LA regarding free meals allocations.
- To assist with the administrative arrangements for school trips e.g. transport/venue bookings, and collecting payments for the various school schemes/activities, maintaining appropriate records in accordance with Coventry City Council finance procedures.
- To assist with the procedures for ordering goods and services, inputting data onto the School's finance system and checking postal deliveries, ensuring prompt and safe storage and alerting relevant staff of arrival.
- To undertake general office duties, including maintaining and updating manual and computerised records and filing systems e.g. pupil records, assisting with data input onto the School's MIS.

- Managing the paperwork associated with the admission of new pupils and leavers. This includes electronic file transfer and arranging secure transfer of paper files.
- Administration of Breakfast Club including compiling accurate invoices, chasing payments and managing the allocation of places. To manage parent contracts to ensure that all data is updated and retained.
- As required, to support the Attendance Officer, with the processes related to pupil attendance and absence, maintaining records accurately on the School's MIS attendance module.
- Liaise with outside agencies e.g. booking school medicals and ensuring all paperwork is completed prior to these visits.
- To liaise efficiently with other agencies e.g. LA, other educational establishments, support services, external agencies, suppliers, contractors to relay and request information as required
- To ensure office equipment and computerised systems are in good order, reporting any concerns, and monitoring levels of stock such as stationery and office supplies, ensuring that orders are placed in good time to maintain the required levels.
- Attend relevant training courses to update knowledge and extend own understanding of particular areas.
- To undertake any other duties and responsibilities within the range of the salary grade.

All Staff:

NB: All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement and progress. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To promote and safeguard the safety and welfare of children and young people
- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular

is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

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.

Willenhall Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check if police records via Disclosure and Barring Service (DBS)

Responsible to: Office Manager

Date Reviewed: August 2024

Person Specification**Job Title:** Administrative Officer**Directorate:** Children, Learning and Young People **Post Number:** 024366**Service:** Schools **Grade:** 3**Location:** Willenhall Community Primary School

Knowledge and Understanding	<ul style="list-style-type: none">• Office procedure, practices and equipment• Computer applications (Bromcom, SIMS etc.) used in schools• Windows based software e.g. Word Processing, Excel, Outlook etc.• GDPR Principles
Skills	<ul style="list-style-type: none">• Prioritise and organise workload to meet deadlines, cope with interruptions and remain calm under pressure• Able to maintain and update manual and computerised records and filing systems relating to pupils, finance, dinner money and other school matters using appropriate software• Communicate effectively at all levels in a professional and polite way
Experience	<ul style="list-style-type: none">• School office admin background covering activities such as Bromcom /SIMS/FMS, word processing, filing, maintenance of records, using telephones, dealing with people• Experience of financial administration, collection and reconciliation of cash• Experience of working as part of a team in an office setting (school experience is preferred)
Qualifications / Educational	<ul style="list-style-type: none">• NVQ L3 Business & Administration or equivalent• Good Literacy and Numeracy skills to at least level 2 (i.e. GCSE grade 9-4 or equivalent)

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