



Grange Farm Primary School

Job Description

Grange Farm 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

GRADE: 4 DEPARTMENT: People/Schools	HOURS: 37 per week, term time only (plus teacher training days) 39 weeks. 8.30 a.m. – 4.30 p.m.. Monday to Thursday and 4 p.m. finish on Fridays. (Half hour unpaid lunch included). LOCATION: Grange Farm School
Job Purpose: To work as part of a busy team under the direction of the School Business Manager, to ensure the provision of efficient and effective administrative for the School.	

Main Duties and Responsibilities

Managing Data

- Under the direction of the Deputy Headteacher, to ensure the effective and efficient operation of the School's Student Data on Bromcom. Oversee the input and outcome of attendance and pupil data.
- Keep accurate records of all pupil sickness absence and absence requests using Bromcom.
- Undertake appropriate statutory returns and liaison with other schools, the City Council and external bodies
- Responsible for collection and input of information.
- Maintain the Single Central record.
- Regularly update changes to ensure the accuracy of information in order to complete LEA and DFES returns including the School Census
- Contribute to the efficient operation of the school administrative procedures and systems, reviewing/updating these in a proactive fashion
- Keep up to date with developments relating to new Bromcom developments and other packages and attend any recommended training as necessary
- Add/remove students from school roll; liaise with previous Schools/information team to gain information to be put on to Bromcom system
- Collect transfer files to download onto the school database.

Finance Responsibilities:

- In accordance with approved procedures for LMS and the financial regulations applicable, undertake finance work as directed by the School Business Manager. This will include raising purchase orders, deliveries, invoices and processing BACS payments.
- Liaise with Suppliers about deliveries.
- Assist with areas of work such as maintenance of the School Contract register and establishing the Employment status of new Suppliers.
- Ensure the accurate collection, reconciliation and recording of payments for various activities.
- Record all receipts of cash, cheques and parent payments via MCAS

- Produce Reports from MCAS onto income sheets ready for banking.
- Prepare all monies received for weekly secure cash collection
- Ensure all monies are secured in the school safe
- Liaise with curriculum staff regarding school trip bookings, calculate costs and produce letters to parents
- Progress chase with parents about outstanding debts for trips, meals etc.
- Raise monthly Invoices on Bromcom
- Undertake school meals procedures using the Bromcom system, including the collection and reconciliation of cash
- Credit control – issue statements, reminder letters, implement debt recovery procedures
- Send invitations for online payment system MCAS and deal with queries regarding the system

Specific Responsibilities

- Set up new academic year and close end of academic year
- Download documents from Data Locker, save and distribute to staff
- Print school meal kitchen statistics daily and provide to Catering Manager daily
- Complete weekly/monthly school meal returns and liaise with kitchen regarding numbers
- Manage the school office email inbox, responding to and forwarding emails in a timely manner
- Co-ordination of vaccination/health consent forms from Health Authority
- Co-ordination of school photographs.
- Liaise with key staff about Before and After School Clubs.

HR/Personnel

- Provide support to the School Business Manager in maintaining and updating Personnel information
- Provide clerical assistance on Personnel matters, e.g. relating to appointments, leaver and transfer processes, and support staff training
- Deal with the administrative aspects of staff recruitment and selection
- Maintain all HR records ensuring all information is up to date

GDPR

- Maintain the confidentiality of all information and the security of office systems, records, files and equipment in line with GDPR.

General Administration

- Undertake word-processing, typing support, letters, statistical information and standard forms, particularly relating to confidential information such as exclusions
- Provide efficient telephone, dealing with front line calls to the school and directing them as appropriate. Take messages and pass on information as necessary and work as part of a team
- Act as a first point of contact for visitors to the Headteacher and provide an efficient, effective, helpful and friendly information service to them. providing a hospitality service as required
- Co-ordinate data sheets to parents so that computerised and manual records regarding student information can be updated

- Liaise with academic and support staff, LEA Officers, Local Authority staff and external organisations as appropriate
- Book meeting rooms for staff and external visitors
- Prioritise workload effectively and meet deadlines appropriately
- Attend training sessions as and when required
- Establish and maintain administrative and clerical support procedures with the operation and effective use of information technology, ensuring efficient and effective use of office equipment and software packages
- To be responsible and accountable for carrying out the duties of the post with regard to the City Council's equal opportunities policy, and health and safety law, and to ensure that duties will include the processing of any personal data are undertaken in accordance with the Data Protection Act 1998
- To undertake any other duties and responsibilities within the range of the salary grade and nature of the post

Postholder reports to: School Business Manager

Support to: School, Staff and Students

Level of Supervision: Under the direction of the School Business Manager

Responsible for: Whole School Administration

Hours of work: 37 hours per week, term time only (plus teacher training days)

8.30 a.m. – 4.30 p.m. Monday to Thursday and 4 p.m. finish on Fridays.

Miscellaneous

At the discretion of the Line Manager or Headteacher, the post holder will be required from time to time to carry out other duties not specifically mentioned herein which are in accordance with the general level of the post. In addition, the duties of the post may be varied to meet changing circumstances of the school.

Health and Safety

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

- 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.

Safeguarding

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

Equal Opportunities

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

Data Protection

Duties which include processing of any personal data must be undertaken within the school and local authority's data protection guidelines.

Last reviewed July 2025.