

## **Kent County Council Job Description: Administrative Officer**



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<b>School:</b>	<b>Kings Hill School</b>
<b>Grade:</b>	<b>Kent Range 4 – Kent Range 5</b>
<b>Responsible to:</b>	<b>Headteacher</b>

### **Purpose of the Job:**

To provide specific clerical and administrative functions for the school under the direction or instruction of senior staff, taking a proactive role in relation to the day to day functioning of the school.

### **Key duties and responsibilities:**

#### **Reception Duties**

1. Undertake reception duties; act as first point of contact for the school in response to telephone and face-to-face enquiries, receive visitors in a courteous, prompt and efficient manner, checking identities and ensuring that all visitors sign in/out in accordance with school procedures. Investigate queries, assess the nature of telephone calls, refer them to the appropriate person and/or take messages where required to ensure that everyone who has reason to contact the school is dealt with efficiently and consistently in a friendly manner. Respond to day to day parental emails.

#### **Administration**

2. On a daily basis, open, sort and distribute incoming mail. Arrange for the distribution of magazines, circulars and leaflets to pupil book bags via the registers.
3. Maintain the school calendar and arrange and co-ordinate appointments and meetings on behalf of the Headteacher and other senior members of staff, organising room bookings and equipment, dealing with relevant documents and taking meeting notes as required.
4. Provide day to day clerical and administrative functions of the school including clerical processes, word processing and IT based tasks.
5. Maintain School's Information Management System (SIMS) and School Comms system in line with Management Information guidance and to ensure home/school correspondence can be facilitated.
6. Arrange school trips and events, liaising with the Educational Visits Co-Ordinator for the appropriate authorisation and details together with the Finance Officer regarding relevant charges and costings. Also, ensure that all required records and permission slips have been received and are available to the group leader.
7. Arrange visits from external agencies/companies and school workshops, eg. school nurse, photographer and other parties, sending relevant documents to participants and taking accurate meeting notes as and when required.

8. On a daily basis, log and arrange for outgoing mail to be posted.
9. Undertake photocopying and shredding as required, reporting faulty machinery and equipment as necessary.
10. Monitor and update the school website liaising with the Headteacher regarding any entries and updates as and when required, ensuring that lunch menus are updated and calendar dates are always up to date.
11. Support the HT in the production of the School Newsletter, School Certificates and information for Governors.
12. Maintain records for pupils with individual health plans and staff notice board, including an annual updating of all records. Administrate pupil medicines, ensuring administering medicines documentation is complete and medical systems are updated. Monitor medical system and notify parents of incidents in line with school policy.

### **Attendance**

13. Monitor pupil attendance on a daily basis, recording absences and late arrivals on SIMS, investigating any missing data with class teachers and making initial enquiries to parents/carers regarding unexplained absences/lateness – including first day calling and/or texting.
14. Act as the initial point of contact for parents/carers regarding attendance issues; providing routine advice as required and explaining attendance expectations in accordance with the school and LEA policies.
15. Ensure that accurate records are maintained and provide regular updates to the Senior Leadership Team as appropriate, referring any concerns on a timely basis.
16. Assist in the promotion of incentives for improving attendance within the school, including the preparation of attendance certificates.
17. Process and action pupil absence requests and issue correspondence to parents/carers regarding attendance/absence requests in accordance with school procedure.
18. Assist the Headteacher/Senior Leadership Team and South East Attendance Service with the administration of referrals for penalty notices and liaison with external agencies regarding attendance.

### **Safeguarding**

19. Assist the DBS (Disclosure Barring Service) Officer, ensuring that all checks are processed in accordance with the relevant regulations and that all parties applying for a disclosure meet the necessary criteria, provide the correct documentation and are fully aware of the process.
20. Assist the DBS Officer in collating the parent helper list and ensure that all DBS checks have been carried out and staff are kept informed of volunteers that they can use. Liaise with the DHT to ensure that safeguarding requirements are adhered to.

### **General**

21. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate member of staff

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• NVQ 2 or equivalent</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Some knowledge of administration and office systems.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.</li> <li>• Literacy and numeracy skills – ability to read and write, put items in alphabetical order, add and subtract figures and to use a calculator.</li> <li>• Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows WP package and basic spreadsheet/database and accurately input information, once training has been provided.</li> <li>• Ability to work to deadlines, eg when studying.</li> <li>• Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors.</li> <li>• Confidence and ability to ask questions relating to achieving the task.</li> <li>• Confident telephone manner and ability to write down accurate messages.</li> <li>• Good organisational skills, gained either through a course of study or within paid or voluntary work.</li> <li>• Ability to use a filing system, once training has been provided.</li> <li>• Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes.</li> <li>• Ability to retain and use a range of new information.</li> <li>• Ability to work confidentially, keeping work-related issues and discussions in the workplace.</li> <li>• Willingness to attend training courses which help you in your current role and develop your potential for other roles.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Requires knowledge of a range of administrative support tasks and office and related school procedures and systems.</li> <li>• Awareness of equalities and diversity issues – respecting the needs and views of other people.</li> <li>• Understanding of health and safety issues within the workplace, once these have been explained.</li> </ul>

