

The Bourne Partnership

(Hadlow and Shipbourne Primary Schools)

Hadlow Primary School

Job Description: Administration – Level 2

Responsible to: Head of School

Grade: Kent Range 4

Purpose of the Job:

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

Key duties and responsibilities:

- To support the day to day clerical and administrative functions of the school including clerical processes, word processing, IT based tasks requiring knowledge of various ICT packages and operation of office equipment
- To open, sort and distribute incoming mail
- To process outgoing mail
- To maintain manual and computerised records and management information systems
- To maintain pupil records and be responsible for completion and submission of forms and returns including those to outside agencies e.g. census to DfE
- To analyse and evaluate data and information and run reports
- To act as the main point of contact for the school, investigating queries, assessing the nature of telephone calls, referring them to the appropriate person
- Ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently
- Ensure all visitors receive a warm, courteous and friendly welcome
- To provide hospitality and ensure the reception area is tidy and welcoming
- To be responsible for dealing with complex enquiries or challenging visitors/callers as required
- To ensure all feedback enquiries are dealt with effectively in a timely manner
- To clearly and effectively communicate with parents via letter, e-mail and Parentmail (ensure that Proof Reading Policy is adhered to)
- To anticipate termly demands and plan ahead accordingly

Individuals in this role may also undertake some or all of the following:

- To be responsible for the planning of school visits/events, and organise school photographer etc.
- Maintain stocks and supplies

- To co-ordinate the lunch and attendance registers
- To provide organisational and administrative support to staff including arranging and coordinating appointments and meetings
- To co-ordinate admission arrangements of pupils and to maintain waiting lists according to the school's admission policy
- To liaise with the Early Years Lead to prepare and produce the admission pack for the September intake
- To co-ordinate year 6 secondary school transfer arrangements including CTF and paper file delivery
- To be the first point of contact for sick pupils, liaise with parents, maintain records of absence/lateness, ensure first day calling and highlight any concerns to the Head of School and SENDCo
- Assist with the administration of school lettings and other uses of the school
- To co-ordinate the weekly school newsletter
- To manage, coordinate and update FSM applications and queries
- To liaise closely with school kitchen contractor regarding daily meal count, queries and administering class registers
- To undertake Cool Milk administration including monthly claim for the scheme
- To liaise with Health Agencies to arrange pupil medical checks and immunisations

Responsibilities

- To contribute to the overall ethos, work and aims of the school.
- To be committed to the safeguarding and promotion of the welfare of children and young children
- To comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection and reporting all concerns to an appropriate person
- To develop constructive relationships and communicate with all staff and other agencies and professionals
- To participate in training and performance development as required
- To attend and participate in regular meetings with the Business Manager to provide updates, discuss developments of the administration function and share any issues and concerns

These duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate, reasonable additional duties, including supporting other professional support staff teams within the context of the job skills and grade.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade or post.

PERSON SPECIFICATION FOR: Office Manager

The following outlines the criteria for this post.

EXPERIENCE	Experience of SIMS, ParentMail, School Census and operation of administrative systems. Experience working in a busy school office would be highly desirable.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent literacy skills • Computer literacy - ability to produce a range of documents and reports, including non-standard reports, using Windows WP package, Excel spreadsheet and database functions • Supervisory skills • Interpersonal, organisational and administrative skills • Ability to develop and maintain effective computerised and manual filing systems • Ability to organise and prioritise workload to achieve deadlines • Ability to investigate complex queries and anomalies when required • Co-ordination skills when arranging meetings and appointments • Commitment to equalities and the promotion of diversity in all aspects of working • Ability to appraise colleagues effectively
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems. • Knowledge of the School's Record Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol • Knowledge of computerised and manual filing systems • Awareness of Data Protection and confidentiality issues • Staff will be expected to have an awareness of and work within national legislation and school policies and procedures relating to Health and Safety