# LENHAM PRIMARY SCHOOL

# JOB DESCRIPTION

Job Title: School Administrative Officer
Grade: KR4

Hours: 15 hours per week (days and times to be agreed)

**Purpose of Job**

The administrative assistant is responsible for supporting with the administrative, financial and organisational processes within the school. They will also act as the initial point of contact so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions.

**PrincipAL Accountabilities:**

1. Act as the first point of contact for parents and visitors arriving at the school. Deal with telephone, email and face to face enquiries in a professional and supportive manner.
2. Control access to the school in line with the school’s safeguarding procedures, including signing in, checking identity and issuing passes.
3. Perform a diverse range of administration duties to ensure the smooth running of the school office, including well-presented and accurate correspondence, reports and other documentation. Update and distribution of online and offline communications (eg letters, newsletters, social media posts etc) to the wider school community.
4. Monitor and update attendance (including first day calling) using SIMS to produce reports and identify levels of absence/punctuality.  Liaise with teaching staff, SENCO and external agencies and provide regular monitoring to Headteacher and Senior Leadership Team.
5. Update all pupil and parent database files, documents, correspondence and DfE forms, both internal and external, to assist the Headteacher and teaching staff.
6. Maintain all administrative records and the School Information System (SIMS) to ensure current and up to date information on pupils is accessible and accurate, including upgrades; CENSUS, Assessment Manager; and End of Year Procedures.
7. Maintenance and administration of all school trips and clubs including booking activities and transport, electronic payments, parental consent and pupil attendance.
8. Support the administration and security of Key Stage assessments (SATS,11+ arrangements), transferring files; storing papers securely; handling KS2 collections.
9. Provide administration support for the management of admissions to the school (both annual and Casual In-Year admissions). Provide prospective parents with information on the school; enter new intake onto SIMS, ensuring that all necessary procedures are complied with.
10. Complete relevant forms for pupils leaving the school; update SIMS; and send pupils files and record cards to the relevant schools to ensure that procedures are complied with.
11. Administer medicines and first aid to pupils as appropriate; maintain pupil medication records, in order to adhere to strictly laid down procedures and liaise with school nurse for any medicals.
12. Deal with any emergency issues to ensure the efficient running of the school office is maintained.
13. Provide ad hoc administration to the school (such as maintaining class information, timetables, curriculum summaries, Open days; photographs; work experience; travel assistance).
14. Support SENCO in the preparation and monitoring of Educational Health Care Plans.

**NECESSARY EXPERIENCE**

* The postholder requires a knowledge of administrative procedures and working practices and would be qualified NVQ Level 2 or equivalent with proficient practical, technical and or computer skills.
* A high level of interpersonal and communication skills is necessary in order to discuss matters clearly and concisely with visitors, parents and staff.
* Detailed and authoritative knowledge and experience of SIMs is desirable.
* The postholder must have previous, proven, administration and office experience and skills, ideally within a school environment.
* Ability to prioritise own workloads, take own initiative and work to deadlines is essential.

**JOB CONTEXT**

* The work tends to be task-orientated and routine in nature, working within defined standards.
* The post-holder will use their own knowledge and experience to complete tasks and resolve routine problems or refer to the School Business Manager for direction.
* The role requires some previously learned skills/training and involves regular multi-tasking and some prioritisation of workloads as set by the established routine or prioritised by the Headteacher or School Business Manager.
* Support and supervision will be available on a day to day basis.

**AGREED BY:**

Signed: ……………………………. (Headteacher) Date: …………………….

Signed: …………………………….. (Job Holder) Date: …………………….