

## **Job Description: Administration officer 2 HF**

**More Park Catholic Primary School and Holy Family Catholic Primary School**

**Grade:** Kent Range 4

**Term time only:** 38 weeks per year; 31.25hrs per week (8.30am – 4.00pm)

**Responsible to:** Line Manager- Area Business Manager (ABM)

### **Purpose of the Job**

To provide efficient administration facility to support the smooth operation of the school.

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

**Attendance / Admissions:** Preparation of SIMS registers and update records and ensure information is shared as required.

- a. Follow up with absent pupils
- b. Challenge absences / late arrival
2. Support the Business Manager / FLO in monitoring attendance on a termly basis and maintaining accurate records of communication with parents
  - a. Produce reports from SIMS and monitor using Excel as required
3. Liaise with teachers regarding awareness of attendance in school
  - a. Daily feedback on reason for absence
4. Process Holiday requests, CME for pupils at your 'home' school in line with Attendance Policy following advice from FLO.
5. Support and liaise with School Transport regarding school taxi's
  - a. Proactive support for new academic year for parents maintaining taxi requirement.
  - b. Lead on transport requests for Sept intake.
6. Support Area Business Manager in planning and implementation of Admissions for September of each academic year in liaison with AP
  - a. Produce starter packs for MP and HF
  - b. Create and update dedicated website page for MP and H
  - c. Co-ordinate with EYFS teacher to communicate transition information
  - d. Manage the admission process regarding paperwork, medical information, FSM, consent, to instil confidence in new parents.
7. Support Area Business Manager in planning and implementation of Leavers in July of each Academic year
8. Update and maintain the SIM system regarding admissions and leavers in the role of System Manager.

Footnote: 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 of post.



## Administration:

1. Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures to maintain high safeguarding of pupils at all times.
2. Answer enquiries received in person / by phone or via emails –
  - a. responding to queries / relaying messages and acting on instructions as needed and referring on where appropriate.
  - b. Maintain school diary and arrange meetings / room bookings / visits from external agencies as required. Liaise with class teachers and support staff as required.
3. Maintain accurate records for pupils using the SIMS management system.
  - a. Support with the preparation of registers and update records and ensure information is shared as required.
4. Undertake a range of administrative tasks to support the accurate and efficient operation of the school – including word processing / data entry / filing / ordering / transmission of documents:
  - a. Support maintenance of school diary. Liaise and maintain high level of communication with class teachers and support staff as required.
  - b. Record and post all outgoing mail and receive / open and distribute all incoming mail and deliveries. Track circulation of correspondence in school as required.
  - c. Complete the meal ordering on a daily basis and update the kitchen / CYPAD as required.
  - d. Answer and proactively resolve day to day queries regarding parentpay
    - i. Update for trips and PTA events within time frame required.
  - e. Complete the organisation and booking of school trips / clubs using EVOLVE
    - i. Submit completed EVOLVE 5 days prior to trip for authorisation.
  - f. Organise efficient, advance booking of all clubs in conjunction with PE lead.
    - i. Use of 'Forms'
    - ii. Analysis of PP attendance
    - iii. Liaison with parents and external clubs
5. Support the public promotion of the school through regular updates on Website and Facebook.
  - a. Support the diversity of the school in maintaining good communication with all families encouraging use of the translation of the school website facility.

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6. Support the first aid requirements in school by acting as First Aider as required and administering authorised medicines as required. ( full training to be given)
7. Check deliveries and advise HF of discrepancies
8. Develop an understanding of the PSF Finance Management system to support colleague at HF if required.
9. Develop an understanding of Admissions to support colleague at MP if required.
  - a. Close liaison to manage efficient waiting list to keep classes full.
10. Maintain a proactive approach to maintaining a clear office space.
11. Maintain a proactive approach to CPD
12. Support the ABM with annual data submission and upload to DfE with strict deadline.
13. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
1. Support the Business Manager with the accurate management of the school online payment system for school meals and trips; manage the setting up and communication with new pupils
  - a. Co-ordinate the financial organisation and receipt of payments for school trips / clubs
  - b. Ensure weekly tasks are completed accurately and efficiently.
  - c. Manage all parent liaison regarding meal debt on a weekly basis.
2. To undertake such other duties as the Area Business Manager, AP or EP may determine within the range of duties expected of financial staff.
3. Maintain a proactive approach to maintaining a clear office space.

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## Person Specification

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>Essential</b>  | <b>Desirable</b>   |
|-----------------------------|--|---|--|
| <b>QUALIFICATIONS</b>       | <ul style="list-style-type: none"> <li>GCSE Math grade C / 5</li> <li>GCSE English grade C/ 5</li> </ul>   | ✓   |  |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"> <li>Previous experience of working in a financial office capacity</li> <li>Previous experience of working within a school office environment</li> <li>Experience of working in an administration capacity or office environment</li> <li>Experience of working with School systems i.e. SIMS, BPS, PSF, Parentpay</li> </ul>                  | ✓   | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul> |
| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"> <li>Able to demonstrate logical thinking regarding process and financial decision making</li> <li>Able to demonstrate initiative and proactive approach to role</li> <li>Ability to organise and prioritise workload to achieve deadlines</li> <li>Commitment to equality and the promotion of diversity in all aspects of working</li> </ul> | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul> | <ul style="list-style-type: none"> <li>✓</li> </ul>                                  |
| <b>KNOWLEDGE</b>            | <ul style="list-style-type: none"> <li>Working Knowledge of office365</li> <li>Ability to use EXCEL</li> <li>Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li> </ul>  |   | <ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>            |

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