

## **SANDWICH JUNIOR SCHOOL**

### **JOB DESCRIPTION – ADMINISTRATIVE OFFICER**

Responsible to: Office Manager/Head teacher

Salary: Kent Range 4

Hours: 22.5 hours a week (term-time only)  
08:30-13:00

#### General Duties:

To assist in the school office, being directly responsible to the Office Manager and the Head teacher.

#### Specific Duties:

- Fully carry out procedures admitting pupils to the school and for those leaving the school both in SIMS and manual records
- To be responsible for maintaining the School Information System (SIMS) with regard to pupil information and entering attendance. Collation and input of annual data collection sheets
- Maintain and produce class registers, medical sheets etc.
- Liaise with SENCO regarding attendance. Produce data/reports for governors, letters regarding attendance
- Prepare school census.
- Full administration of the school website including upload of photos, information, policies etc. Ensure website always up to date with correct information for parents and public and meets DfE requirements
- Assessment data input
- All administration for after school clubs
- Administration and collating information for pupil interim and main reports

- Maintain GDPRiS platform in conjunction with the Office Manager
- Organise Bikeability Y6 and all correspondence for school trips
- Organise school photos
- Liaise with NHS school nurses with regard immunisation programmes, height and weight and pupil details new/leavers
- Produce newsletter (from information provided)
- General administration, correspondence and reports. Ensure records retention schedule followed
- Reception duties including dealing with visitors, staff, pupils, and answering the phone.
- Administer and maintain first aid records including reporting to KCC when required
- Filing, shredding and photocopying.