



BLEAN PRIMARY SCHOOL - ADMINISTRATIVE OFFICER

Name: Part Time Administrative Officer
Grade: KR4
Responsible to: SBM

Purpose of the Job:

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

Key duties and responsibilities:

1. 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 and the processing of incoming and outgoing mail.
2. Produce lists, information and data as requested by senior staff or external agencies.
3. Assist in producing weekly Newsletters and other communication as directed by the SLT.
4. Develop and maintain manual and computerised records such as management information systems (SIMs), the school website, Google Classroom and Office 365.
5. Act as the main point of contact for the school, investigating queries, assessing the nature of telephone calls and emails referring them to the appropriate person without referral to the line manager where possible.
6. Receiving visitors in a courteous, prompt and efficient manner, to ensure that staff, service users and members of the public who contact the school are dealt with efficiently and consistently; ensuring all visiting the school site adhere to the school security procedures for visitors.
7. Maintain stocks and supplies, selling and distributing as required.
8. Administer the organisation of the New Intake process and In Year admissions.
9. Process forms, returns, etc., including those to outside agencies eg School Census, transfer of pupils, management of PESE, SCAF and school assessment information –EYFS profile, SATs, Phonic Screener; including the secure storage of test materials.
10. Support with the co-ordination of special events – new entrants evening, conferences etc
11. Act as a designated fire warden in the event of a fire evacuation procedure or fire.
12. Assist in dealing with accidents and injuries to pupils, staff and visitors. Administer first aid and medicines to children in accordance with the school policy. Undertake termly checks of first aid equipment and medicines.
13. Assist in processing morning and afternoon registers and make first day calling to parent/carer if required.
14. Deal with any emergency issues in the absence of office colleagues to ensure the efficient running of the school office is maintained.
15. Comply with all policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
16. Undertake any other duty related to this role as directed by the Headteacher and School Business Manager.

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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• NVQ 2 or equivalent.
EXPERIENCE	<ul style="list-style-type: none">• Operational experience of administrative systems.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Standard keyboard skills.• Literacy and numeracy skills.• Computer literacy – ability to produce a range of accurate documents and standardised reports using Windows WP package and basic spreadsheet and database functions.• Ability to organise and prioritise workload to achieve deadlines.• Ability to communicate effectively and in a courteous manner, in person and over the telephone.• Ability to receive and assess information over telephone or in person and refer to the appropriate person or source of information.• Ability to investigate queries and anomalies when required.• Ability to operate computerised and manual filing systems and to make improvements where necessary.• Ability to take accurate notes and minutes of meetings.• Co-ordination skills when arranging meetings and appointments.• Ability to process and maintain financial records.• Commitment to equalities and the promotion of diversity in all aspects of working.
KNOWLEDGE	<ul style="list-style-type: none">• Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages.• Awareness of the School's Record Retention Policy and freedom of information protocols or an 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 procedures relating to Health and Safety.