JOB TITLE: Senior Administration Officer

RESPONSIBLE TO: School Business Manager

LOCATION: Meopham Community Academy

SALARY GRADE: Kent Range 5

HOURS: 22.5 hours per week, 39 weeks per year

PURPOSE OF THE POST:
To provide administrative and organisational services to the school under the management and guidance of Head Teacher and staff.

MAIN ROLES AND RESPONSIBILITIES	
Key Duties and responsibilities	- To provide a secretarial, administrative service and organisational service to the Head Teacher and other staff, keeping the diary up-to-date, making arrangements and appointments as necessary. - Respond to reception and visitor enquiries, including answering the telephone and passing on messages as required. - Monitor the arrival of visitors to the school and ensure that security systems are followed. - Liaise with pupils, parents / carers. - Liaise with other staff and external agencies. - Analyse and evaluate data and information and run reports. - Undertake word-processing and IT based tasks including operation of relevant equipment and advanced ICT packages. - Process forms, returns etc., including those to outside agencies. - Contribute to the planning and development of administrative procedures and systems. - Assist office team in daily attendance registers. - Liaise with Family Liaison Officer with regard to pupils attendance, as required.. - Manage and update records on numbers of pupils entitled to FSM, ensuring correct paperwork is received detailing entitlement. - Managing; organisation and administration of school communications via Arbor.

Attendance	• To assist office staff in ensuring the electronic registration system is updated daily investigating any missing data with class teachers. • To record student absences and late arrivals on Arbor, maintaining accurate attendance records, if required • To assist in correspondence to parents regarding attendance / absence requests in accordance with school procedure.
Admissions	• Undertake all administrative tasks associated with admissions – liaising with the Headteacher to ensure they are kept appropriately informed of the progress of admissions applications • To act as the initial point of contact for all admissions enquiries providing routine information regarding the admissions process to parents / carers and policies referring more complex enquires to the Headteacher • To maintain waiting list for school places and apply the criteria for admissions in accordance with school policy • To issue routine correspondence / offer letters / information packs to parents regarding admissions in accordance with school procedure • To arrange admissions meetings for new parents with Headteacher or class teacher • To liaise with destination schools regarding the appropriate handover of information to the new school • To assist the Headteacher in preparing information packs / prospectus • To undertake routine liaison with KCC Admissions Team, Fair Access Team, other schools regarding admissions and leavers • To collate admissions data producing routine reports and prepare statistical returns regarding admissions
Individuals in this role may also undertake some or all of the following	• Organise arrangements for school visits and events including Parent Consultations. • Monitor pupil attendance and run reports. • Undertake personnel administration, where required by the School Business Manager. • Assist with producing marketing and promotion material for the school. • Administer medicines as prescribed by the GP and first aid to pupils to ensure their welfare at school.

	• Ensure that first aid boxes are fully stocked at all times, replenishing and re-ordering items when necessary. • Ensure the stationary for the school office is fully stocked, replenishing and re-ordering when necessary. • Address the needs of pupils who are unwell or hurt during the school day. • Support the registration and administration systems for Pupil Premium families.
General	• Be aware of and comply with all policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing. • Support the safeguarding and welfare of children and young people within the school. • Be aware of and support difference and ensure equal opportunities for all. • Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans. • Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development. • To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Postholder's signature: _____

Postholder's name: _____

Date: _____

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	• NVQ Level 2 or equivalent.
Experience	• Experience of development, management and operation of administrative systems • Experience of using Attendance and Admissions Modules in Arbor is desirable.
Skills and ability	• Literacy and numeracy 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 and arranging client care when required. • Ability to monitor and process accurate financial records. • Commitment to equalities and the promotion of diversity in all aspects of working. • Able to use own initiative to solve problems and respond proactively to unexpected situations. • Able to deal calmly, tactfully and effectively a range of people. • Ability to show sensitivity and objectivity in dealing with confidential issues.

Knowledge	• Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.
	• Knowledge of the School's Record Retention Policy.
	• An awareness of Freedom of Information (FOIs) and Subject Access Request (SARs) procedures and protocols.
	• Knowledge of a range of IT systems.
	• 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.
	• Knowledge of KCC admissions procedures.

Postholder's signature:_____

Postholder's name: _____

Date:_____