## Ripplevale School

## Job Description

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| Post Title:  | Administrator / Data Officer |
| Reporting to:  | HR Manager and SLT |
| Responsible for (staff):  | None |
| Liaising with:  | HR Manager, SLT, Finance Team, Receptionist and Admin Team, Outside organisations/agencies, Students and Parents |

# Summary of main duties of the post

Day-to-day school administration support duties including data inputting. Cover for the Receptionist when needed. Administration support for SLT, HR and Finance Manager when required. To provide a high-quality administration and organised service to the school in accordance with the School’s established policies and procedures.

# General Duties

* To provide lunchtime cover to the reception desk daily and at other times as needed, to answer the telephone, passing on accurate messages to the appropriate person and welcoming visitors.
* To complete registers in the absence of the Receptionist.
* To assist with data inputting in a timely manner, liaising with appropriate staff, ensuring the data is accurate. Send out reports, provision plans and communications to parents/carers as directed.
* Logging student details and updating student records including parental consent/changes to addresses.
* To provide admin support to the Senior Leadership Team, HR and Finance Manager as required. To update and maintain various spreadsheets as directed.
* Maintain the school diary.
* To coordinate parents evenings in liaison with SLT and Wellbeing Manager.
* Supporting the organisation of events throughout the academic year including in-house events, open days and parents’ evenings etc.
* Taking accurate minutes when needed and always keeping confidentiality a high priority.
* To cover and assist the Finance team in placing orders for school staff, recording the orders on a SS and if payment by CC recording on the CC spreadsheet.
* Programming the telephone system.

**DBS**

* In liaison with the HR Manager, to maintain accurate records, ensuring staff are registered on the update service and administering renewals.

**Training**

* In liaison with the HR Manager, coordinating, booking and recording staff training including TES, Team Teach and Schoolbase.
* Monitoring expiry dates and contacting staff to refresh training.
* Maintaining accurate record keeping and reporting when required.

**Student Administration**

* Administration of entering new student details, MARS, fire evacuations.
* Administration of school trips, obtaining consent and medication forms.
* Receiving medication and storing securely, assisting with the administration of medication when required - training and certification will be provided.
* Administration of free school meals, holiday activity vouchers.

**Exams**

* Assisting the EO with invigilating and administration during exam days - training will be provided.

**First Aid and Accidents**

* Accurate recording of accidents onto accident log and create reports when required.

**Vehicles**

* Maintaining accurate and up to date vehicle records.
* Adding new staff onto the signing in app including the administration and maintenance of the app.

**Other**

* Keeping records in accordance with the school’s record retention schedule and UKGDPR, ensuring information security and confidentiality.
* To work in accordance with the school’s agreed policies and procedures as contained in the school procedures and policies.
* To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school’s Equal Opportunities Policy.
* To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
* Undertaking other administrative tasks, as required, to ensure the smooth running of the school administration team and help provide cover for other administrative tasks, in the absence of other team members which will be commensurate with the level of the post.

**Staffing**

* To take part in the school’s staff development programme by participating in arrangements for further training and professional development.
* To continue personal development in any relevant areas.
* To work as a member of a designated team and to contribute positively to effective working relations within the school.
* To attend support and whole staff meetings as required.

**Safeguarding**

* To make yourself aware of all relevant school policies and ensure that you abide by Ripplevale School’s Safeguarding and Child Protection Policies which contain the names and points of contact for all relevant agencies.
* To participate in all Safeguarding/Child Protection training required by the school.
* To immediately report any incidents of a Safeguarding nature to the school’s Designated Safeguard Lead, the Headteacher and/or the Directors.
* NB Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence and in certain circumstances could be a criminal offence.

**Quality Assurance**

* To help to implement school quality procedures and to adhere to those.

**Communication and Liaison**

* To communicate effectively with the parents of students as appropriate.
* To communicate effectively with colleagues as appropriate.
* Where appropriate, to communicate and cooperate with persons or bodies outside the school.
* To follow agreed policies for communications in the school.
* To take part in liaison activities such as reviews, open day and parents evening.

**Management of resources**

* To contribute to the process of ordering and allocation of equipment and materials, where appropriate.
* To assist the Bursar to identify resource needs and to contribute to the efficient/effective use of physical resources.
* To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.

**School ethos**

* To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
* To actively promote the school’s corporate policies.
* To comply with the school’s Health and Safety Policy and undertake risk assessments as appropriate.

**General duties**

* To undertake the professional duties of a member of Ripplevale School staff team.
* To work in accordance with the school’s agreed policies and procedures as contained in the school handbook.
* To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school’s Equal Opportunities Policy.
* To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
* To undertake any other duties that are reasonably assigned to you commensurate with the level of the post.

**The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.**

**Signatures:**

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

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| Signed | Name | Designation | Date |
|  |  | Administrator / Data Officer |  |
|  |  | Headteacher |  |