

SHEERNESS WEST FEDERATION JOB DESCRIPTION



JOB TITLE:	Administration Officer (Job Share)
REPORTING TO:	HR & Professional Development Manager /School Business Manager
GRADE:	KSC
HOURS/WEEKS:	14 hours per week – 40 weeks per year
SITE:	West Minster School

JOB SUMMARY

MAIN DUTIES TO INCLUDE RECEPTION AND ADMINISTRATION RESPONSIBILITIES

- Provide an efficient and professional reception service – greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures.
- Answer enquiries received in person / by phone or via emails – responding to queries / relaying messages and acting on instructions as needed and referring on where appropriate
- Ensure monies received for dinner / clubs / trips are recorded and passed to the relevant person. To liaise with parents about outstanding monies
- Prepare registers and update records (e.g. for school dinners / free school meals / milk lists / breakfast club) and ensure information is shared as required
- Update and maintain pupil records and admissions information on SIMS and in paper files and ensure information is shared as required
- Record pupil absences on SIMS – sharing information as required. To undertake first day calls / texts to parents of absent children, sending routine letters to parents regarding unexplained absence and reporting any concerns to Head of School
- Prepare and distribute routine home / school correspondence for approval by Head of School and update the school information system
- Assist with the organisation of school trips / clubs – ensuring all required records and permission slips are available to the group leader
- Record and post all outgoing mail and receive / distribute all incoming mail and deliveries. Track circulation of correspondence in school as required

- Maintain school diary and arrange meetings / room bookings / visits from external agencies as required
- Administer medicines to pupils in line with school policy if required and to maintain records for administration of medicines to pupils
- Undertake a range of administrative tasks to support the efficient operation of the school – including word processing / data entry / filing
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To liaise with members of the federation administration team and assist where necessary
- To co-ordinate the school's processes for nursery, reception and in year admissions and transfers, as well in for Year 6 Transition and Kent Test
- 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 – updating as required
- To act as first point of contact for prospective parents, organising introductory meetings with Head of School and Class Teacher and referring more complex queries to managers where appropriate.
- To share information relating to new pupils and leavers with staff and other agencies as required
- To maintain accurate records and prepare statistical returns with regards to admissions
- To undertake routine liaison with KCC Admissions Team, Fair Access Team, other school regarding admissions and leavers
- To ensure year 6 leaver CTF pupil files are prepared and forwarded to the relevant secondary school
- Compile weekly absence data and meet with Head of School on a fortnightly basis to discuss absences causing concern and actions to be taken

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.

PERSON SPECIFICATION
ADMINISTRATION OFFICER

	ESSENTIAL
QUALIFICATION	<ul style="list-style-type: none"> • A good level of education with sound literacy and numeracy skills
EXPERIENCE	<ul style="list-style-type: none"> • Proven clerical / administration experience • Previous experience of reception work or work in a customer service role • Experience of using BROMCOM (desirable)
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to work in an organised and methodical manner • Ability to convey information clearly and accurately orally and in writing to a range of people • Ability to maintain efficient and accurate records • Ability to take personal responsibility for organising day to day workload • Ability to work in a discreet and sensitive manner • Ability to work effectively and supportively as a member of the school team • Basic IT skills / accurate keyboard skills for data inputting
KNOWLEDGE	<ul style="list-style-type: none"> • Demonstrate a basic understanding of the work of a school • Demonstrate an understanding of office procedures • Knowledge of admissions processes is required • Demonstrate an understanding of confidentiality issues in a school setting • Demonstrate a commitment to equal opportunities • Demonstrate an awareness of child protection issues