



Shepherdswell Church of England Primary School

Shepherdswell, Dover, Kent CT15 7LH

Tel: 01304 830312

www.shepherdswell.kent.sch.uk

Headteacher: Mark Lamb

headteacher@shepherdswell.kent.sch.uk

Post: Administration Officer
Responsible to Line Manager

Grade: KSC

Purpose of the Job:

To provide administrative and organisational services to the school under the management and guidance of senior staff.

Key Duties and Responsibilities

SIMs Administration

Creating and maintaining pupil records, and completing of returns to the LA and others as appropriate;
Administration of admissions and leavers to the school, including responsibility for updating, maintaining and reporting from SIMs;
Administration and monitoring of attendance of pupils and reporting to the Headteacher and governors;
Production of School Roll & Distribution List;
Start of year and end of year administration processes on SIMs;
Performing CENSUS', collation and update of SEN information and submission of results to LA;
Entering assessment data onto SIMs and submission of assessment results to LA;
Creation of SIMs reports as required (e.g Medical List, Pupil Details for registers etc);
Administration of annual Data Collection;
Sending and receiving CTFs for pupils and liaison with other schools where required;

Parent Communication/SchoolComms

Coordination of parent consultations;
To edit and circulate parent communications; (eg School newsletter, school events)

Pupils on Roll

Collation and monitoring of applications for admissions, including new intake of pupils; provide prospective parents with information on the school; enter new intake onto the Pupil Database, ensuring that the necessary procedures are complied with.

Completion of relevant forms for pupils leaving the school; update the Pupil Database; and send pupils' files and record cards to the relevant secondary schools to ensure that procedures are complied with.



Collation of 'New Intake Packs' with the headteacher/EYFS teacher checking all documents are in line with KCC guidelines.

Attendance

Ensure daily registration of pupils
Liaise with parents/carers for pupils who are absent – First Day Calling
Monitor pupil attendance and run reports
Liaison with external agencies;

Other Duties

Administration

Provide administrative, and organisational services to the school
Keep the school diary up to date (incl. setting dates for year before Sept)
Liaison with external agencies; Admissions, agencies for looked after children, etc
Undertake DBS checks;
Booking and coordination of school photographs;
Receiving and handling telephone enquiries, dealing with queries and providing general information about the school;
Maintenance and distribution of Cool Milk list, plus entry of attendance data NMRU ref Under 5 milk;
Maintenance of Free School Meals
To Organise meetings and take notes as needed
Liaise with the PTA about in school activities;
Monitor First Aid stock
Respond to reception and visitor enquiries
Organise arrangements for educational visits and events in and out of school organising coaches/minibus, venue cost, parent letters, payments etc.
Organise arrangements for swimming

Enrichment Experiences

To liaise with the Headteacher and Business Manager on a rolling programme of enrichment experiences for all year groups; organising coaches/minibus, venue cost, parent letters, parent pay etc.

Maintain GDPR

To assist the Business Manager with H&S responsibilities including walk rounds; Fire drills (3 times a year) and COSHH data.

FMS

To undertake training on FMS and assist the Business Manager entering Purchase Orders/Invoices on the system.

To perform any other additional duties as the Headteacher, Assistant Headteacher, Business Manager or class teacher as needed.