



St Joseph's Catholic Primary School

Admin Officer

Job Description

Post Holder:	
<i>The description of the duties, responsibilities and accountabilities for the post of Receptionist at St Joseph's Catholic Primary School</i>	
Responsibility Areas	<ul style="list-style-type: none"> • To maintain a friendly and efficient first point of contact for the school • To provide an administrative service to the Headteacher and staff • To provide an administrative service for finance and HR to the Area Business Manager
Accountabilities	Work within the Catholic Ethos and the teachings of Christ.
	Implement agreed school policies and guidelines.
	<p>General Administration</p> <ul style="list-style-type: none"> ▪ Provide a first point of contact (in-person, phone and email) for pupils & parents to deal with any problems that arise or refer them to the member of staff responsible, ensuring the Headteacher is informed where necessary; ▪ Provide a secretarial and administrative service to the Headteacher; ▪ Welcome all visitors to the school, ensuring they are correctly sign-in (and out, upon leaving the site) and that DBS and ID have been check (if necessary) and recorded; ▪ Keep the school diary to ensure the efficient day to day running of the school; ▪ To effectively communicate with parents and all stakeholders via Arbor, Greenhouse School Website, Email, Letters and Newsletter; ▪ General office duties including filing, sorting mail and photocopying for staff; ▪ Ensure correct paperwork is in place, recorded and monitored for first aid, administering of medicine and accidents, according to guidelines and Trust data returns; ▪ Processing CoolMilk orders and submitting statutory returns for under 5s; ▪ Liaising with outside agencies and coordinating their visits such as NHS Immunisation team, School Nursing team and school photographers; ▪ To support the School Catering Provider in collating numbers of pupils requiring school meals, payment of meals & liaise with kitchen staff as required; ▪ To oversee administration for lunchtime & afterschool clubs; ▪ Co-ordinate the DfE (Pupil and Staff) and CES census at the appropriate times throughout the academic year; ▪ Maintain the school's MIS system (Arbor) to ensure all pupil data is up to date.



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		<p>Admissions</p> <ul style="list-style-type: none"> ▪ Administration of the ICAF's, new year R applications and in year casual admissions; ▪ Assist in marketing the school to prospective families; ▪ Process pupil leavers for secondary school transfer and in-year transfers including sending CTF and paper files to new schools/the local authority; ▪ Record pupil numbers on SAM for the local authority on a monthly basis or as required.
		<p>Finance</p> <ul style="list-style-type: none"> ▪ To process orders, invoices, other payments (Direct Debits, Purchase Cards, etc) and income, on the school's finance system (PSF) and place orders with suppliers; ▪ Checking off orders as they are delivered, ensuring they match delivery notes and requesting site staff deliver internally as appropriate; ▪ To maintain the ParentPay system (or equivalent) and administration tasks for school trips/swimming and deal with other funds collected.
		<p>HR</p> <ul style="list-style-type: none"> ▪ Complete all personnel forms, DBS checks & relevant paperwork for staff appointments, changes and absence; ▪ Complete sickness, overtime & supply teacher spreadsheets for payroll on a monthly basis; ▪ Check staff trial payslips report on a monthly basis for any inaccuracies; ▪ Maintain all administrative records in relation to Arbor (MIS) ensuring information on staff is correct, up to date, accessible and accurate, including absences and training; ▪ Maintain the Single Central Record (SCR) on CPOMS StaffSafe.
		Other duties arising; related to the post as discharged by the Senior Leadership Team
Accountable to		Headteacher/Area Business Manager
Salary range		KSC
Signed		Date:



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Admin Officer Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE English Grade C or equivalent • GCSE Maths Grade C or equivalent 	
Experience	<ul style="list-style-type: none"> • Experience of dealing with general administration in a neat and organised manner. 	<ul style="list-style-type: none"> • Previous experience of working in a school reception.
Knowledge and Understanding	<ul style="list-style-type: none"> • Computer literate with experience of Microsoft Office, email and internet. 	<ul style="list-style-type: none"> • An understanding of Arbor.
Skills	<ul style="list-style-type: none"> • Ability to work effectively and respond well under pressure. • Ability to provide a welcoming environment. • Ability to face and deal with difficult situations and personnel. • Organised and efficient administrative skills. • Self-motivated with the ability to work with minimal supervision. • Excellent communication skills including verbally, in writing, face-to-face and over the telephone. • Ability to use initiative and apply sound decision making skills whilst understanding that some matters need to be referred to others. • Good keyboard skills for accurate computer input and retrieval. • Ability to work in a discreet and sensitive manner. 	<ul style="list-style-type: none"> • Professional, smart, business-like appearance in line with the image of the Visitor Reception area. • Friendly, welcoming and approachable disposition. • Willingness to participate in further training and development opportunities offered by the school, to further knowledge. • Courteous, calm and efficient telephone manner. • Patient and diplomatic manner when dealing with staff, students, parents and visitors. • Flexible, cooperative and supportive team player. • Enthusiasm and confidence at working with a wide range of people