

High Firs Primary School

Headteacher

Mr C Turtle BA Hons PGCE NPQH

Deputy Headteacher

Miss C Rennie BA(Ed) Hons



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Job Description for Office Administrator (Pupils) December 2017

Main Purpose:

To provide a comprehensive administrative and financial support to the school with particular emphasis, but not exclusively, on pupils.

Reports to: Headteacher

Administrative Duties

- Be available to act as the Headteacher's (or their delegate's) personal assistant including dealing with highly confidential and sensitive issues
- Produce original and complex correspondence against a broad framework provided by the Headteacher (or their delegate) i.e. letters, reports, agendas, minutes, circulars, memoranda and disseminate such appropriate information to staff, governors etc. as required
- Supply information for specific purpose, identifying and accessing relevant data relating to school administration
- Responsible for reviewing, developing and carrying out the school's admission, discharge, attendance, absence and transfer policies & procedures
- Ensure all pupil records and documents are maintained properly, filed and transferred as appropriate (both using electronic systems and on paper)
- Undertake pupil census as required
- To assist development of school marketing and the school prospectus
- Keep office organised and paperwork & data filed appropriately and securely
- Manage opening, distributing and sending of related post / electronic communication
- Liaise regarding school's central diary
- Prepare, input and produce outcomes for pupil attainment / data analysis / pupil tracking (including finance)
- Oversee financial and administrative arrangements for all extra-curricular activities and off-site visits.



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Finance Duties

- Manage processes for Pupil Premium and Free School Meals
- Manage other schemes for pupil advantage (eg: Free School Milk / Fruit etc)
- Oversee administrative, ordering and financial aspects of the school's Breakfast Club
- Oversee administrative, ordering and financial aspects of extra-curricular activities & off-site visits.

Customer Service

- Ensure that hospitality is provided as and when required
- Greet visitors and guests to the school when required
- Ensure the provision of effective office & reception services as the school's main and first public front
- Ensure front line enquiries from children, parents, visitors and staff are dealt with promptly and appropriately
- Handle issues as requested on the Headteacher's (or their delegate's) behalf, often dealing with items of a sensitive or confidential nature
- Establish and welcome prospective parents and facilitate guided tours in the Headteacher's (or their delegate's) absence
- Provide information for, and support preparation of, agenda items for meetings.
- Assist with supervision, care and welfare of pupils as required.
- Attend SMT meetings, when invited, to advise on pupil, relevant financial and administrative matters.
- Support in the care of sick children including First Aid where appropriate

ICT

- Hold access to system and databases, inputting and extracting data and producing statistical returns as required by the local authority, the school, governors and the DfE
- Advise on the administrative ICT requirements of the role (and related training needs) to ensure administrative purposes are met.
- Undertake administrative network duties i.e. upgrades are carried out promptly, backing up data and review security procedures to protect the information
- Update pupil databases
- Manage & update statutory materials on the school's website and additional items as requested
- Undertake administration via emails and school texting system; keep these systems maintained for accuracy.

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection
- Report all concerns to the appropriate person
- Contribute and comply with the overall ethos/work/aims of the school
- Participate in training, other learning activities and performance development as required
- Attend and participate in meetings as required
- Any other duties commensurate with the duties/responsibilities as requested



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- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.



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