# LENHAM PRIMARY SCHOOL

# JOB DESCRIPTION

Job Title: School Administrative Officer
Grade: KR4

Hours: 20 hours per week, term-time only (Weds, Thursday, & Friday);

**Purpose of Job**

To support the School Administrator in providing secretarial and administrative support to the Headteacher and Staff to enable a smooth and efficient running of the school.

**PrincipAL Accountabilities:**

To support the School Administrator and School Business Manager as required by:

1. Performing a diverse range of **secretarial duties** to ensure smooth running of school diary, and well presented and accurate correspondence, reports and other documentation.
2. Updating all **pupil and parent database** files, documents, correspondence and Department for Education forms, including forms for other agencies, to assist the Headteacher and teaching staff.
3. Supporting administration and security of **PESE and SATs tests** (11+ arrangements, transfer files; store papers securely; handle KS2 collections.
4. Maintaining all administrative records and the School Information System (**SIMS**) to ensure current and up to date information on pupils is accessible and accurate, including upgrades; Assessment Manager; and End of Year Procedures.
5. Maintaining all **Assessment** data on pupils, including statutory returns, internal assessments.
6. Providing support for 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.
7. Completing relevant forms for **pupils leaving** the school; update the Pupil Database; and send pupils files and record cards to the relevant schools to ensure that procedures are complied with.
8. Monitoring **attendance** using SIMS Attendance module; produce reports and identify levels of absence/punctuality.  Liaise with SENCO, EWO and external agencies and provide regular monitoring to Headteacher.
9. Liaising with teachers and teaching assistants to book arrangements for **school trips.**
10. Undertake the **cash office** collection, recording, monitoring of all monies in connection with school uniform, Breakfast club, Afterschool club and school trips/activities.
11. Administering medicines and **first aid** to pupils as appropriate; maintain pupil medication records, in order to adhere to strictly laid down procedures and liase with school nurse for any **medicals**.
12. Dealing with **any emergency issues** to ensure the efficient running of the school office is maintained.
13. Providing **ad hoc administration** to the school (such as maintaining class information, timetables, curriculum summaries, Music lessons, Open day; photographs; work experience; travel assistance).
14. Support SENCO in the preparation and monitoring of **Health Care Plans**.

**NECESSARY EXPERIENCE**

* The postholder requires a knowledge of administrative procedures and working practices and would be qualified NVQ Level 2 or equivalent with proficient practical, technical and or computer skills.
* A high level of interpersonal and communication skills is necessary in order to discuss matters clearly and concisely with visitors, parents and staff.
* Detailed and authoritative knowledge and experience of SIMs is desirable.
* The postholder must have previous, proven, administration and office experience and skills, ideally within a school environment.
* Ability to prioritise own workloads, take own initiative and work to deadlines is essential.

**JOB CONTEXT**

* The work tends to be task-orientated and routine in nature, working within defined standards.
* The post-holder will use their own knowledge and experience to complete tasks and resolve routine problems or refer to the School Administrator or School Business Manager for direction.
* The role requires some previously learned skills/training and involves regular multi-tasking and some prioritisation of workloads as set by the established routine or prioritised by the School Business Manager.
* Support and supervision will be available on a day to day basis.

**AGREED BY:**

Signed: ……………………………. (Headteacher) Date: …………………….

Signed: …………………………….. (Job Holder) Date: …………………….