**ELMS SCHOOL JOB PROFILE**

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| **Name:** |  | | | | | **Date:** | | June 2019 | | | |
| **Job Title:**  Administration Officer | | | | | | | | | | | |
| **SALARY INFORMATION:** | | | | | | | | | | | |
| **Hours:** |  | **Weeks:** | |  | **Band:** KR4 | |  | | **Allowances:** | None | |
| **Hours of Work:** | | |  | | | | | | | |  |

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| **The School**  Elms School is a day special school for pupils aged 6 to 16 years. All pupils have an educational health care plan (EHCP). Most have complex behavioural, social, emotional and mental health difficulties and additional learning difficulties, such as ADHD, adolescent psychiatric problems, attachment disorder issues along with challenging behaviours. The BESD pupils have deep-seated and long-term emotional needs, but are functioning at a higher academic level. A high percentage of pupils also have Autistic Spectrum Disorders.  Elms School has been recognised as Good, following an Ofsted Inspection in 2017.  Many pupils travel from a wide area across Kent to attend Elms School.  **Employment**  The post holder is expected to work within the rules and regulations laid down in the current “Kent Scheme” manual. The Head Teacher will take notice of advice given by professional associations.  The post holder will demonstrate a commitment to the aims, vision, development plan and policies of the school. In return the management are committed to support in the training and development of all members of staff. We aim to provide staff with the skills they need to fulfil their duties so that we achieve the highest standards in all we do.  The post holder will share responsibility for identifying their own individual training needs and will demonstrate a commitment to work collaboratively and co-operatively to fulfil these. |

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| Deployed by: Office Manager  Accountable to: Head of Business and Premises  Appraiser: Head of Business and Premises |

This job profile encompasses in general terms the normal duties which the post holder will be expected to undertake. However, the job profile or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade.

**Purpose of job**

* To provide an efficient and welcoming reception service to support the smooth operation of the school.
* To provide support to the Office Manager in providing a comprehensive range of general office services to ensure the smooth running of the school.

**Key Duties and Responsibilities**

* Prepare exclusion paperwork, advising parents, governors, transport and Local Authority. Arranging re-integration meetings with either Headteacher or another member of the SLT
* Monitor vacant seat spreadsheet, liaising with parents and transport manager. Chase outstanding monies and arrange payment plans.
* Provide day to day cover for office manager in her absence.
* Collates surveys and questionnaires into a suitable report format.
* Prepare minutes for personnel meetings as required.
* Update signing in sheets for staff, pupils, visitors and governors. Print as required. Maintain Staff list.
* Enter purchase requisitions onto FMS, preparing orders and placing orders for staff.
* 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.
* Record staff absences on SIMS. Prepare return to work paperwork in a timely manner. Update staff records.
* Assist as necessary with recording monies received and pass on to the relevant person.
* Update dinner registers and prepare figures for the kitchen. Enter dinner money onto SIMS, monitor dinner debts, produce statements and prepare letters under direction of Head of Business & Premises.
* Record late children on to SIMS, produce attendance registers and monthly register updates.
* Undertake administration surrounding the interview process including placing advertisements, preparing interview packs and arranging interviews.
* Book staff training, update relevant records including SIMS, FMS, staff file. Maintain CPD database.
* Assist with the organisation of school trips as necessary to include maintaining trip consents and preparing trip packs.
* Updating and maintaining the school diary as required
* Maintain Headteacher diary as necessary
* Add new Pupils to SIMS & PMX. Prepare Portfolio and pupil files. Update Pupil/Staff details on SIMS. Update staff details on PMX
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR, reporting all concerns to an appropriate person.
* Any other duties commensurate with the post or grade

The postholder will be required to cover these duties in the absence of the postholder

* Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in / out in accordance with school procedures as and when required. Maintain a welcoming, tidy environment.
* Prepare visitor badges
* Offer and make refreshments for appropriate visitors as required.
* Monitor supplies of refreshments, uniform, paper and stationery stocks. Prepare and place orders as required.
* Take receipt of deliveries, check and copy delivery notes. Ensure deliveries reach appropriate person.
* Assist with sending out offers of employment and associated paperwork as required.
* Photocopy and distribute routine home & school correspondence.
* Open, stamp and distribute all incoming mail. Frank/stamp all outgoing mail and post.
* Undertake a range of administrative tasks to support the efficient operation of the school – including photocopying, filing, shredding, ad-hoc typing, topping up photocopiers & blank forms daily, laminating, emptying shredder etc.
* Update tracking and roof logs when required.

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| Agreed By ……………………………….  Job Holder | Approved By ………………………………………..  Manager |

**Person Specification: Administrator**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **1. SKILLS, KNOWLEDGE & APTITUDES** | * Demonstrate a basic understanding of the work of a school. * Knowledge of a range of computer applications – including Word / Excel / Powerpoint / Outlook. * Knowledge of SIMS would be an advantage * Demonstrate an understanding of confidentiality and child protection issues in a school setting. * Ability to provide a high level of customer service. * Ability to deal calmly, tactfully and effectively with a range of people. * Ability to convey information clearly and accurately orally and in writing to a range of people. * Ability to work in an organised and methodical manner. * Ability to take personal responsibility for organising day to day workload. * Ability to work effectively and supportively as a member of the school team. * Able to use own initiative to solve problems and respond proactively to unexpected situations |
| **2. QUALIFICATIONS & TRAINING** | * GCSE Grade C or equivalent in English and Maths * Willing to undertake training |
| **3. EXPERIENCE** | * Previous administrative experience is essential |
| **4. PROFESSIONAL CONDUCT** | * A flexibility of approach to a variety of issues * Willingness and ability to listen and inspire confidence in colleagues * Ability to motivate and support colleagues * Professional integrity * A passion for making a difference to children and willingness to go the extra mile * Emotional resilience and a good sense of humour. |
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