Job Description

**Administration Officer**

**Grade:** Kent Range 4 (0.84 FTE)

**Hours:** 30 hours per week

**Weeks:** Term-time only, plus staff development days (39 weeks)

**Salary:** £17189-£18058 (pro rata)

**Reporting to:** Central Business Support Team

**Working hours:** 10.30am to 5pm

**Based at:** Primarily based at Borden. Travel between Trust sites may be required

**This is a permanent position** (subject to a 6 month probationary period)

**Purpose of the job**

* Provide effective administrative support for the school, ensuring the school office takes a proactive role in relation to its day to day functioning, so that all visitors, staff and pupils are greeted in a professional and timely manner. Prioritise urgent work and delegate work appropriately to receptionist
* Provide finance administrative support to facilitate the efficient and effective use of the Trust’s budget
* Assist in the maintenance of various Management Information Systems

**Key duties and responsibilities**

* Support the day to day administrative functions of the school by monitoring the central inbox, prioritising urgent work for the receptionist.
* Ensure manual and computerised records and management information systems for pupils and personnel are kept up to date to support the efficient operation of the school. Produce reports, information and data returns as requested as directed for senior staff from specialised school software for external agencies
* Organise the admissions process including the transfer of records for pupils joining and leaving the school in year, assisting senior leaders by arranging parental interviews and appeals
* Maintain the school’s database of pupil attendance records, liaising with teachers and the Trust Attendance Officer as appropriate. Make initial enquiries with parents regarding unexplained pupil absences/lateness – including first day calling/texting. Monitor pupil attendance, swiftly escalating concerns to Trust Attendance Officer and school senior leaders.
* Support senior leaders in an administrative capacity undertaking appropriate duties such as word processing and responding to routine correspondence as directed
* Arrange and coordinate appointments and meetings on behalf of senior leaders, organising venues and equipment, dealing with relevant documents and taking meeting notes if required
* Assist teachers to organise clubs/extended services/trips, including contacting parents and pupils where necessary, and obtaining quotes.
* Undertake a range of financial procedures such as processing orders, raising invoices, banking cash and issuing receipts:
	+ Keep control of, and order, goods and supplies, from centrally approved suppliers and contractors EG adequate supplies of basic stationery
	+ Reimburse staff from petty cash in accordance with the Trust’s current Financial Regulations policy
	+ Raise invoices for all direct school provided services for example swimming, school uniform, book bags, clubs, trips, dinner money, lettings and extended services (nursery, breakfast and after school clubs). Chase outstanding fees in accordance with the Trust’s Financial Regulations Policy.
	+ Receive, record, safe keep and prepare monies for banking from pupils and parents relating to direct school provided services, including online payments received from cashless software systems
	+ Maintain records of free school meals and undertake related financial administration and returns
	+ Administer and invoice lettings/extended services provision
* Support the headteachers with the administration of admissions by ranking lists, offer letters, admissions packs and ensuring all information is held securely
* Keep school website up to date as directed
* Keep school asset registers up to date with support from the central business support team
* Arrange for invoices, supplier statements and personnel paperwork to be forwarded to the central trust office at regular intervals
* Provide cover for reception, acting as first point of contact for the school dealing with face to face enquiries, welcoming and providing refreshments to visitors, parents, pupils, staff and contractors to the school. Ensure visitors, pupils, parents, staff and contractors sign in/out in accordance with school procedures
* Take responsibility for own learning and development

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do

Potential in Everyone Academy Trust is committed to safeguarding and promoting the welfare of children

Any other work requested by, and deemed appropriate by, strategic leaders

**This role is subject to an enhanced DBS check**

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Person Specification

**Administration Officer**

Applicants should describe in their application how they meet these criteria

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|  | Essential | Desirable |
| Qualifications / Education | * NVQ Level 2 or equivalent experience with proficient knowledge/skills in business administration
* GCSE grade A\*-C in English and mathematics
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| Experience | * Experience of coordinating, delegating work and motivating other in an office environment
* Experience of producing a wide range of documents and reports using Microsoft Word, Excel and Outlook
* Previous experience of working in an educational environment
* Experience of processing orders using a financial system
 | * Knowledge of a range of software and school administrative systems EG SIMs, RM Integris, KLZ
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| Skills | * Excellent IT skills, able to type quickly and accurately
* Able to communicate and convey information clearly and accurately both orally and in writing to a range of people
* Able to use own initiative to solve problems and respond proactively to unexpected situations
* Able to communicate basic financial information to school leaders and external supplies
* Able to organise own and others’ workloads to meet deadlines
* Able to investigate queries and anomalies in an organised and methodical manner
* Able to deal calmly, tactfully and effectively a range of people
* Able to balance constantly changing priorities
* Able to both work as part of a team and use own initiative
* Able to take accurate notes of meetings
* Able to show sensitivity and objectivity in dealing with confidential issues. Awareness of Data protection
 | * Knowledge of relevant child protection policies which keep children safe in a school setting
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| Personal attributes | * Good time keeping and attendance
* Flexible and responsive to change
* Patient and calm under pressure
* Self-motivated and pro-active
* Co-ordination skills to arrange meetings and appointments
* Appropriate levels of personal presentation
* Good sense of humour
* Diplomatic and resourceful
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| Values | * Commitment to school’s aims and values
* Commitment to continuous personal development
* Honest and reliable, displays integrity and commitment, acting as an ambassador for the Trust
* Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family
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