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**JOB DESCRIPTION**

Post Held: Communications Officer

To whom responsible: Head Teacher

Date of Appointment: 6 January 2020

**Job Purpose**

To provide communication and administration support within our school office, ensuring the school's procedures are maintained and issues are dealt with efficiently in a positive, professional and confidential manner.

**Main Duties and Responsibilities**

* Communicate with parents/carers using the school’s Tucasi communications system
* Produce correspondence on the main school computer system using Microsoft Word, Excel and KLZ
* Produce the fortnightly newsletter and circulate to parents
* Deal with incoming emails and forward messages on to the relevant members of staff on a daily basis
* Dealing with parent/carers enquiries, passing on urgent messages for pupils
* Passing on meeting requests/parent concerns to the class teachers
* Provide backup for the receptionist; answering telephones, intercom and barrier, and greet visitors to the school
* To provide backup for the receptionist; assisting pupils with general queries or problems such as an injury or illness
* Compile the ‘Diary Dates’ at the beginning of each academic year and maintain the calendar throughout
* Notify parents/carers of forthcoming Parent Consultations, input all teacher timetables and run the administration of the system
* Co-ordinate staff training courses
* Organising and managing school events along with the Admin Team
* Complete and submit statutory returns, School Census, SWC, etc to LEA
* Enter end of year results for EYFS/KS1/KS2 Assessments and submit data to LEA
* Complete End of Year Procedures in readiness for new academic year
* Any other reasonable task or duty as directed by the Headteacher