JOB DESCRIPTON: Administration Officer (KR4)

**Hours: 08:30 – 16:00 (14 hours over 2 days per week) Term-time only**

**PURPOSE OF JOB:**

To support the Office Manager in the effective administration within school. Responsible to the School Office Manager.

**Office deputy**

* General duties as directly led by the Office Manager
* Be an active member within the Administration Team to support effective day-to-day systems of the General Office and administrative functions and to enable good practice in order to achieve excellent standards of service delivery.
* Ensure effective security systems are followed and monitored providing outstanding safeguarding procedures.
* To attend courses relevant to the role and the benefit of the school, including Paediatric First Aid.
* Undertake such duties and work hours as agreed with the Head Teacher and carry out duties as may be required from time to time as detailed by the Head Teacher

**PRINCIPAL RESPONSIBILITIES to support the School Office Manager**

* Providing a warm welcome act as first contact person to all visitors and for telephone calls, and supporting security systems to ensure safeguarding.
* Oversee the registration and attendance of the pupils, telephoning parents of absent pupils in accordance with the school’s Absence Policy and providing detailed analysis of attendance for the Headteacher. Compile and manage absence reports as requested by the Headteacher and issue absence letters where appropriate.
* Co-ordinate applications for safeguarding checks and keep the Single Central Record up to date at all times.
* Support the Office Manager in the implementation of the Admissions Policy.
* Participate in maintaining and updating all pupil database files, documents and correspondence.
* Make appointments for prospective parents; provide prospective parents with information about the school and refer decisions regarding admissions to the Office Manager or the Headteacher.
* Attend and support the administration of New Parent Meetings.