



Job Description: Administration Officer

SIMs & Communication

Job Purpose:

This Administrative Assistant will provide comprehensive SIMs administration and Communication support to the Business Manager, Headteacher and Governors in the smooth and efficient running of the school.

Duties:

SIMs Administration

- Creating and maintaining pupil records, and completing of returns to the LA, DfE and others as appropriate;
- Administration of pupil admissions (and leavers) to the school, including responsibility for updating, maintaining and reporting from SIMs;
- Assisting with the coordination and marketing of reception open day events, trial afternoons, etc;
- Administration and monitoring of pupil attendance, both daily and holiday requests, and reporting to the Headteacher and governors;
- Processing penalty notice requests to the LA and notifying parents accordingly;
- Production of School Roll & Distribution List document periodically;
- Start of year and end of year administration processes on SIMs;
- Performing CENSUS', collation and update of SEN information and submission of results to LA;
- Entering assessment data onto SIMs and submission of assessment results to LA;
- Creation of SIMs reports as required (e.g Medi Alert List & Medication Forms);
- Administration of annual Data Collection process;
- Sending and receiving CTFs for pupils (leaving and starting) and liaison with other schools where required;

Communication

- To produce, and disseminate by email, the weekly Newsletter;
- To manage the content of the school website;
- To manage the school's Facebook page and Twitter feed;

Other Administration

- Management and update of Single Central Record;
- Liaison with external agencies; Admissions, Attendance, agencies for looked after children, etc;
- Instigation and monitoring of DBS checks;
- Administration of Proof of Right to work in the UK and other safeguarding checks;
- Booking and coordination of parent consultations;
- Target Tracker updates;
- To print off Medical Forms from SIMs and administer medicines when required;
- To manage day to day issues with photocopiers and re-ordering supplies as required;
- Booking and coordination of school photographs;
- Correspondence email or letter as required;



- To provide back up to the Receptionist for welcoming visitors, etc.
- To operate the access control system to control access through the school gates;
- Receiving and handling telephone enquiries, dealing with queries and providing general information about the school;
- Continual research of good practice and seeing if this would be beneficial to the school;

ICT

- Performing software upgrades for SIMs, SIMs Discover and Solus 3;

Other duties

- To understand and comply with policies and procedures relating to Child Protection, equal opportunities, Health & Safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment;
- To perform such other additional duties as the Business Manager, Headteacher or class teacher may require from time to time.

Discussed and Agreed on _____ (Date)

Signed _____
Member of staff/Applicant

Print _____

Signed _____

Lucy Davenport, Headteacher