

## JOB DESCRIPTION

Job Title: **Office Administrator**

Reports to: **Head of School**

Job Holder's Name:

Date: **September 2021**

### **Purpose of Job:**

To provide support with the administration and organisation of personnel information and procedures.

To undertake all administrative tasks associated with admissions – providing an effective and efficient service to the school and prospective parents.

To undertake all administrative tasks associated with the recording, management and monitoring of attendance; working with families to improve the attendance of their child/ren.

To provide an efficient reception service to support the smooth operation of the school. To promote the school in a positive manner at all times to staff, pupils and visitors.

### **Principal Accountabilities:**

- Carrying out all personnel administration including:
  - Accurately record staff absences on SIMS
  - Processing Return to Work Interview documentation
  - Formulating sickness absence spreadsheets for payroll
  - Assist with the safe recruitment process; request references, invite applicants to interview etc.
  - Complete staff appointment procedures, process contract variations and staff leaver admin
  - Assist with staff training procedures and maintain CPD records
  - Processing all staff pay documentation for personnel and payroll following staff appraisals
- Undertake all administrative tasks associated with admissions:
  - Keeping the Senior Leadership Team informed of the progress of admissions applications
  - Act as the initial point of contact for all admissions enquiries providing routine information regarding the admissions process and policies to parents/carers
  - Assist with the marketing of the school by ensuring admission documents such as the prospectus is up to date and helping to organise school tours and Open Days
  - Maintain the waiting list for school places and apply the criteria for admissions in accordance with school policy
  - Liaise with other schools sharing information where necessary relating to new pupils/leavers, and disseminating information relating to new pupils with staff and other agencies as required
  - Create and maintain accurate pupil records and school roll information on SIMs
  - Collate admissions data producing routine reports and prepare statistical returns regarding admissions
  - Compiling uniform boxes for new starters
  - All administrative tasks associated with primary admissions and secondary transfer
- Ensuring all data management procedures are complete:
  - Accuracy of data management to allow for successful completion of both the School Census and Workforce Census
  - Maintain the Asset Register, inputting details of newly purchased assets
  - Have a good understanding of GDPR compliance, maintaining the Data Register and ensuring paper and electronic files are archived and destroyed in line with data protection legislation
- Complete all administration relating to attendance:
  - Manage the electronic registers each morning including noting late arrivals and pupil absences
  - First day calling
  - Maintain accurate attendance records

## Parkside Community Primary School

- Liaise with other staff members and external agencies, including attending Attendance Network meetings and Attendance Consultations with the School Liaison Officer
- Promoting good attendance through initiatives and reward programmes
- Format attendance letters, assist Senior Leadership Team in attendance meetings with parents and process attendance referrals, such as Penalty Notices, where appropriate
- Collate attendance data producing routine reports and prepare statistical returns regarding attendance
- Safeguarding compliance:
  - Have a good knowledge of the school's safeguarding and child protection policies and procedures including reporting concerns to CPOMS
  - Check visitors to the school for photo ID (and DBS if required)
  - Maintain the Single Central Record including its periodic audit
  - Keep both paper and electronic files updated with staff certificates and records of safeguarding training
  - Carry out DBS checks for new staff, volunteers etc.
- Undertake all other administrative tasks:
  - Provide an efficient and professional reception service - greeting visitors, staff and pupils and ensure they sign in/out in accordance with school procedures
  - Answer and respond to all enquiries and relay messages to relevant staff members when needed
  - Ensure monies received are recorded and stored securely on site or passed to the relevant person
  - Banking of school monies
  - Prepare and distribute routine home/school correspondence for approval by Head of School.
  - School website monitored and updated regularly
  - Record and post all outgoing mail and distribute incoming mail and deliveries
  - Maintain the school diary, booking meetings as required and organising School Health and photographer visits
  - Accurately minute meetings (and where relevant, telephone conversations) with parents
  - Ensure all administrative tasks are undertaken in accordance with school policies and procedures
  - Placing orders and collating invoices for the Bursar
  - Regular stocktaking of stationary, ink and uniform supplies
  - Managing the Policy Action Plan ensuring that policies are formatted and communicated to the Clerk to Governors
  - Supporting with medication in schools and first aid, with the willingness to undertake relevant training for this
  - Completing End of Year Process on SIMS ready for the new academic year

### General:

- Handle all sensitive and confidential matters with discretion
- Undertake training opportunities to securing own working knowledge of new initiatives and practice
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Present the school in a positive way in the community
- Support the aims and ethos of the school, showing respect for self, each other and the environment
- Set a good example in terms of dress, punctuality, attendance and behaviour

**The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Appraisal Process.**