



Roehampton Church of England Primary School

Job Description – School Admin Officer – Pupil Services

Job Title: Admin Officer – Pupil Services

Grade Range: Scale 4 Pt 7 – (£24,705.00) Pro rata

Hours: 25Hrs per week – 39 weeks

25 hours per week (Tuesday & Wednesday 8am to 12pm and Thursday & Friday 8am – 5pm including ½ hour lunch break)

Reports to: Headteacher (HT) and School Business Manager (SBM)

Purpose of the post:

To organise and implement administrative systems within the school and to contribute to the planning, development and monitoring of support services.

To provide effective pupil services and to assist in maintaining the smooth and efficient running of the School Office.

To assist with pupil admissions in accordance with admissions policy.

To assist the Headteacher and SBM with relevant aspects of the school improvement

To carry out duties commensurate with the post, as a member of the office support staff and whole School team

To be aware of and support difference and ensure equal opportunities for all.

Main Duties & Responsibilities:

- Perform receptionist duties throughout the school day; acting as the first point of reference for receiving callers, children, parents, visitors and telephone enquiries. Ensure that visitors are welcomed, refreshed and well cared for to a high standard.
- Maintain the Reception area as an orderly and welcoming environment and ensure that the school notice boards and other display areas are maintained, update timetables/rotas, sort and distribute mail.
- Ensure that all pupil records (both manual and computerised records) are properly maintained and regularly updated
- To maintain the school's manual registers and MIS system of pupil data, information and attendance, and ensure they are kept as accurate and confidential records.
- To assist with pupil admissions in accordance with admissions policy.
- To ensure the safe receipt and handling of cash and reconciliation of transactions.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Pupil Data, Information, Assessment, Attendance and Punctuality and Services

1. To maintain the school's registers and MIS system of pupil data, information and attendance, and ensure they are kept as accurate and confidential records.
2. To prepare and analyse all forms of attendance and punctuality data for weekly summaries and to prepare data as required by the Headteacher for the purposes of reports to Governors, the LA and DfE.



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3. To liaise as directed with external agencies including the Educational welfare Officer where issues related to pupil attendance and punctuality arise.
4. To obtain (text/call) and record all pupil related reasons for absence and lateness.
5. To issue enquiry letters where no explanation for lateness or absence has been given by the parent or carer.
6. To refer issues of persistent lateness or absence to the Headteacher, to refer explanations of lateness or absences that are cause of concern to the Headteacher and to act on such matters as requested
7. Data inputting into MIS as well and school data tracker with regard to pupil assessment and pupil records.
8. To liaise with the service provider to ensure that daily school meals are ordered and all relevant paperwork in relation to free school eligibility are maintained.
9. Review termly pupil's meal requirements and ensure entitlement to Free School Meals are assessed regularly.

Admissions

1. Liaise with prospective parents in respect of booking visits and processing applications.
2. Maintain school files for admissions. Ensure accurate lists of children awaiting places, sibling and future intakes are kept up to date.
3. Ensure that all pupil records are properly maintained and regularly updated
4. Quality assure pupil files before they are transferred to receiving schools
5. Maintaining all filing systems as and when required including pupil records
6. Prepare and maintain home/school agreements and all pupil related forms
7. Prepare the school prospectus and enrolment packs for new pupils.
8. Maintain pupil accident books, racist incident books, pupil medical needs file and ensure appropriate contact details are available for all staff when needed.

Finance

1. Assisting with the recovery of outstanding monies to the school by maintaining accurate records and generating reminder letters and/or making calls for outstanding monies for school journey and school trips etc. on a regular basis
2. Administering requests for free school meals and keeping a record of these up to date.
3. To assist with the income of payments and any other income in accordance with school procedures and preparing cash receipts for banking.

Administration

1. To be the first point of call for visitor hospitality and/or answering the telephones
2. To ensure that visitors are welcomed, refreshed and well cared for to a high standard
3. Implement a clear desk policy at the end of each working day
4. Maintaining the Reception area as an orderly and welcoming environment and ensure that the school notice board and other display areas are maintained.
5. Telephoning and/or text parents/carers of pupils who are unwell.



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6. To monitor the school's email office account, responding to enquiries and forwarding on where appropriate
7. Dealing promptly and efficiently with school incoming post and delivering to staffroom trays, including salary slips.
8. Communicating messages to members of staff including teaching staff – prioritising in terms of urgency to avoid disrupting learning in classrooms
9. Photocopy letters to parents/carers ensuring distribution within timescales and deadlines
10. Routine word-processing and production of documentation as required to a professional standard
11. Provide agreed administration support as directed by line manager.
12. Maintain all public display areas (not curriculum) including the staff room and external boards
13. Production of posters, letters, tickets, seating plan for school performances
14. Booking of visiting musicians, workshops, performers etc.
15. Timetabling parent's evenings and the collation of responses in liaison with teachers.
16. Organisation of annual school photographs, dental inspections, vision screening, etc.
17. To send out reminder letters and/or texts as required for all events including Christmas concerts, end of year productions, parent assemblies, parent meetings, etc.
18. To undertake additional responsibilities as reasonably directed by the Headteacher or line manager.

Accountability and Performance

1. Regularly review own practice, set personal targets and take responsibility for own personal development.
2. Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required.
3. Take an active part in Performance Management process with your line manager, sharing your success stories as well as challenges.
4. Keep an up to date professional portfolio (CPD file)
5. Continue to learn and develop as a professional, completing induction, attending relevant training to up to date knowledge and skills, enhancing qualifications.
6. Model high professional standards and be responsible and effective member of staff, attending regular meetings with Headteacher and Assistant Head as appropriate.
7. Appreciate, respect and support the role of other professionals.
8. To carry out other related duties to meet the needs of the school as directed by the Head/SBM

Other

1. To be sympathetic to and supportive of the Christian ethos of the school
2. To flexibly operate contracted hours/shifts to meet the needs of the school between the hours of 8.30am and 4.30pm
3. Contribute to the overall ethos, work and aims of the school
4. Develop constructive relationships and communicate with other agencies and professionals
5. Share expertise and skills with others
6. Participate in training and other learning activities and performance development as required
7. Recognise own strengths and areas of expertise and use these to advise and support others



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8. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
9. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role
10. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

Equal Opportunities

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the school's Health & safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public

The duties of the job description may be reviewed and subject to amendment annually in consultation with the jobholder. This is to ensure that the role continues to change in line with the needs of the school.

The job description is neither a comprehensive statement or exhaustive list of procedures and tasks, but sets out briefly the main expectations of the school in relation to the post-holder's responsibilities and duties.'

Name of Potholder:

Signed:

Date.....



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Experience

1. Experience of undertaking administrative tasks/providing front of house service or customer facing service.
2. Confident experience of using Microsoft Office applications
3. A willingness to undertake further training in order to develop skills related to the post.

Qualifications, Knowledge, Skills and Ability

1. Physical ability to perform the duties of the post with the support of aids or adaptations as required.
2. Good skills in literacy and numeracy (GCSE Grade A – C or equivalent), including accurate spelling, grammar and punctuation.
3. Good time management skills and able to work under pressure in a busy office environment
4. Ability to demonstrate initiative
5. Attention to detail and accuracy
6. Understanding of the need for confidentiality and the ability to provide this
7. Ability to communicate effectively with a wide range of people in writing, in person and over the telephone.
8. High level personal presentation skills, including business attire
9. Ability to respond effectively to staff, pupils, external agencies and the public at all levels, face to face, via electronic communication and over the telephone.
10. Ability to read and write accurately and perform straightforward arithmetical calculations.
11. Ability to understand instructions and execute tasks to their conclusion.
12. Ability to undertake basic word processing or preparedness to learn
13. Ability to absorb information readily and speedily and work under pressure when required.
14. Ability to adapt to both varying tasks and those of a routine nature.
15. A commitment to and understanding of implementing the school's Equal Opportunity policy.
16. To remain calm and respectful at all times.
17. High level of personal presentational skills including business attire.
18. A good sense of humour.

Equalities

The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Professional Development

To participate in training to be able to demonstrate competence.

For School staff in general

- Enhanced DBS check.
- The post holder must at all times carry out his/her responsibilities with due regard to school's policies, organisation and arrangements for Health and Safety at Work.



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- It is your responsibility to carry out your duties in line with school's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people you are responsible for or come into contact with.
- Strong commitment to furthering equalities in both service delivery and employment practice
- To play a full part in the life of the school community, to support its distinctive vision and ethos and to lead staff and students in doing the same
- To actively support the school's school improvement priorities
- To adhere to relevant staff policies and the staff professional code of conduct as developed collectively by staff
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
- Recognise own strengths and areas of expertise and use these to advise and support others
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- Checking emails on a daily basis to keep up to date with issues communicated within the school.
- To participate in appraisal reviews, in line with school policy.
- To manage both internal and external relationships, striving for excellence
- To work effectively and successfully in your team within school. To participate in continuing professional development opportunities as identified through appraisal and ensuring ability to fulfil role effectively.
- A great deal of the information and work dealt with is, of necessity, confidential, and it is important that none of this information is disclosed to any unauthorised person, and that is dealt with discreetly and with integrity.
- To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending the School is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies procedures and practice.
- To adhere to the Whistleblowing Policy

Personal style and Behaviour

- Open-minded and receptive to new ideas, approaches and challenges.
- Optimistic, positive and passionate.

Person centred – reflective, resilient and responsible

Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other duties as required by the service.

Name of post holder:

Signature: Date: