



## Kenmont Primary School

<b>Job Description</b>	: <b>Administrative Officer</b>
<b>Location</b>	: <b>Kenmont Primary School, Valliere Road, LONDON NW10 6AL</b>
<b>Line Manager</b>	: <b>School Business Manager</b>
<b>Scale</b>	: <b>NJC Scale 5</b> £23,974 to £25,189 pa (actual) pay award pending
<b>Hours</b>	: <b>35 hours a week</b> - 8.30am to 4.00pm Monday to Friday term time only

### Job Purpose

To provide confidential administrative support to the Head teacher and Senior Leadership Team

### Job Description

You will be required to do any reasonable tasks necessary to perform this role and this Job description is not exhaustive.

### **Main Areas of work:**

#### **Attendance**

- Check and monitor registers on a daily basis to pinpoint late or absent pupils
- To keep a written record of pupils' lateness and absences and record the information on the class registers.
- To call parents/carers of absent pupils and to record this information on the class registers.
- To update SIMs on a regular basis.
- To assist the SLT in any areas of attendance that may be required.
- Arrange and attend meetings
- Liaise with outside agencies regarding attendance

#### **Information Management System (SIMS)**

- To add new students and remove leavers and transfers and carry out associated paperwork that goes with this task
- To update systems on a regular basis, changing addresses, telephone numbers, etc as and when needed.
- Send out data sheets to parents/carers and updating system with changes.
- To keep pupil files and folders updated. To start up new folders and archive the old ones.
- Ensure class lists are current and up to date.
- Provision of regular and ad-hoc reports from the pupil data area of SIMS e.g. class lists, attendance records, statistical returns (basic knowledge of Microsoft Excel will be necessary)

#### **School Dinner/Lunches**

- To update meal numbers
- Take responsibility for collecting dinner money
- Check H&F free school meal schedules against actual free school meal pupils on the system.
- Submit a report of outstanding dinner monies to the business manager on a regular basis.
- Bank Dinner money
- Liaise with outside agencies regarding dinner provision
- Organise Free School Meal and ensure that data is correct

#### **General Administration**

- To welcome visitors in a friendly and appropriate manner, hand them a lanyard and ensure they sign the visitor's book.
- To welcome parents/carers in a similar manner and assist them with any queries they may have.
- To answer the telephone in a friendly and approachable manner and deal with all queries efficiently and pass on messages at the earliest possible time.
- Ensure that the school office is kept clean, tidy, well organised and free from obstruction as possible, minimising the amount of material and items left behind by staff, pupils, parents and deliveries.
- To complete all statistical returns of information e.g. to the LA and the DfE
- Conduct Staff and Volunteer inductions
- To take minutes at any meetings as required by the Leadership team.
- To manage extra curricular club arrangements (registers and bookings)
- To provide as required and as appropriate, cover for the work of other members of the administration team according to workload pressures and/or in their absence and to ensure appropriate overlap of duties and skills to cover absence and periods of intense workload.
- Oversee school stocks of stationery and IT consumables and medical resources, making recommendations for purchase and ensuring continuity of resources.
- To undertake any other duties as the Headteacher, Senior Leadership Team or School Business Manager may require.

### **School Communications**

- To ensure all communications with parents and the visitors is polite, courteous and in line with the school core values.
- To type and send letters home to parents as required.
- Arranging school photographs and dealing with administrative aspects relating to ordering and distribution.
- To update and maintain the school newsletter in liaison with SLT.
- To update school calendar and dates and newsletters page on school website.

### **Financial Administration:**

- To process all orders using the school's information management system in accordance with the school's Finance policy including:
  - entering purchase orders on the FMS module and following up orders with suppliers
  - creating new suppliers as required
  - certifying accuracy of and printing orders
  - to check all orders received
- To use parentpay to maintain cashless payment system and to communicate with parents
- To prepare any other orders as required

### **Welfare**

- To respond to the welfare needs of pupils by supporting them and reporting any concerns about the general well being of pupils to the class teacher. To identify any injuries to pupils and ensure they are taken to the designated first-aider.
- To administer first aid and medication for pupils, under direction, where appropriate training has been provided.
- To manage, maintain and update medical needs lists and undertake the administration on pupil medication procedures
- To assist with playground duties (when required to cover sickness absence), under the supervision of teaching staff.

### **Admissions**

- Manage admissions from Nursery through to Year 6 working with LA Admissions.
- Arrange meetings with parents/carers
- Keep records (both hard and soft copy) up to date and ensure correct information is sent to LA

- Liaise with outside agencies where necessary

## **Exclusions**

- Ensure all correspondence is sent to parents/carers and the LA in a timely fashion
- Keep records (both hard and soft copy) up to date and ensure correct information is sent to LA

## **Person specification**

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English)</li> <li>• First aid training (or willingness to complete it)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Carrying out administrative tasks</li> <li>• Dealing with face-to-face and telephone interactions</li> <li>• Working with children or young people</li> <li>• Working and collaborating within a team</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good oral and written communications skills</li> <li>• Knowledge of SIMS.net/FMS (desirable)</li> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to plan, organise and prioritise to meet deadlines</li> <li>• Ability to use own initiative and take action accordingly</li> <li>• Excellent attention to detail</li> <li>• Problem-solver with a 'can-do' approach</li> <li>• Ability to use IT packages including word processing, spreadsheets and presentation software</li> <li>• Ability to use relevant office equipment effectively</li> <li>• Ability to build effective working relationships with colleagues</li> <li>• Understanding of data protection and confidentiality</li> <li>• Understanding of safeguarding</li> </ul>

<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li><li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li><li>• Embraces change well</li><li>• Deals with difficult situations effectively</li><li>• Be of smart professional appearance</li><li>• A positive attitude and a sense of humour</li></ul>
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