

# Job Description

<b>Job title:</b>	<b>Administration Officer</b>
<b>School:</b>	<b>Sybourn Primary School</b>
<b>Responsible to</b>	<b>Office and HR Manager</b>
<b>Location:</b>	<b>Waltham Forest</b>
<b>Salary:</b>	<b>Grade 3-4 (Pt. 5-11) Outer London : FTE 27,030 - £29,583 Actual £24,158-26,439.74</b>
<b>Contract type:</b>	<b>Permanent 46.6 weeks per year</b>
<b>Hours</b>	36 hours per week Monday 08:30-16:45 Tuesday 08:30-16:45 Wednesday 08:30-16:45 Thursday 08:30-16:45 Friday 08:30-16:30 Times include a one hour unpaid lunch break

## Core duties

Under the direction/instruction of the Office Manager / Head of School /SLT  
Provide routine general, clerical and administrative support to the school. To ensure that there is a high quality first point of contact service given to all parents, carers and visitors to the school.

## Organisation

- To ensure that the reception desk is covered at all times
- To undertake initial responses to all enquiries from parent/carers, visitors or general public at reception stringently adhering to the school's safeguarding procedures.
- To receive and relay promptly any telephone or other messages.
- To ensure that all visitors and callers to the school are courteously and correctly received and to deal sensitively with anxious, distressed or impatient callers, whether by telephone or in person.
- To ensure that all visitors are signing in according to the Safeguarding procedures of the school. Ensuring ID and vetting forms are seen before allowing visitors around school.
- To show awareness for the school's security at all times.
- Manage specific computer modules.

- To communicate effectively, both orally and in writing with outside, agencies, parents, staff and local community.
- At the discretion of the Head of School, to open and distribute incoming mail. Despatch outgoing mail, maintain supplies of stationery, postal stamps and assist with general postal/returns arrangements.
- To advise parents/carers about school uniform service and lost property.
- Managing and monitoring stock processes.
- Monitor and manage school stock resources including general supplies, photocopier supplies and to include receipting and checking of all deliveries
- Distribution of stock and deliveries after liaison with School Office Manager or SSO.
- To keep school notice boards in the staffroom updated liaising with the Head of School/ SLT.
- Assisting with arrangements for visits by school nurse, photographer etc.
- To maintain a stock of First Aid Items.
- To prepare and maintain First Aid boxes for Playtimes and Lunchtimes.
- To prepare and maintain First Aid Boxes to be taken on visits
- Administer first aid/welfare duties, looking after sick pupils, liaising with parents/staff.
- Arrange/undertake care plan meetings with Parents/carers regarding health issue with pupil.
- To undertake risk assessments for children returning from absence due to injury or other health conditions.
- To share responsibility for the use of the medical room/office, ensuring that it is maintained to a high standard of cleanliness by the cleaning staff, reporting any deficiencies accordingly.

### **Administration**

- Reception - visitor management, telephone and e-mail messages distribution.
- Provide routine clerical support e.g. photocopying/laminating, filing, e-mailing, complete standard forms, respond to routine correspondence.
- Maintain manual and computerised records/management information systems e.g. Arbor, Inventory, Evolve.
- Produce lists information/data as required
- Undertake typing and word-processing and other IT based tasks
- Take notes at meetings
- Undertake a variety of administrative procedures.
- Maintain and collate pupils reports and records
- Assisting with Hospitality arrangements

### **Other Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

- Participate in training and other learning activities and performance development as required.
- Any other general office duties or school requirements as directed by the Head of school, SLT or Office Manager.

---

This job description sets out the duties of the post at the time it was drawn up. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Line Manager within the school as may be reasonably expected. This is not a common occurrence and would not justify a reconsideration of the grading of the post.

**Appointed Candidate's Name:**

**Date of Appointment:**

**Signature of Appointee:**

By signing this job description, you are agreeing to its content and context at the date of signing. Please be mindful that this role can be subject to review by the Lion Academy Trust at any appropriate time in consultation with you.