

Job Description – Administrative Officer



Job Title: Administrative Officer

Reports to: Hub Business Manager

Liaison with: Headteacher, Hub Business Managers, School-based administrators, CEO, DSAT Services Team, Parents, Wiltshire County Council, and external companies.

To provide efficient administrative support, to ensure compliance with relevant bodies and the school administrative reporting requirements, including undertaking manual and computer data entry/extraction and other administrative duties.

Main Duties:

- Undertake word processing of correspondence, standard letters, reports, publications and other documents.
- Attend meetings and take minutes as requested.
- Photocopy and collate documents. File documents in accordance with the established systems.
- Input new and updated information on the school's computerised system for pupil records and attendance and ensure all records are maintained and up to date. Assist in the production of reports, lists and other information relating to pupils records, including attendance.
- Maintain communication database and set up groups when required
- Organise attendance to Clubs and assist in arrangements of activities including updating Parentpay to enable payments by parents.
- Manage the school website and update when necessary.
- Organise milk and fruit deliveries for KS1 and FSM children.
- Welcome visitors to the school, ensuring signing in procedures are followed, receiving and prioritising incoming telephone calls, dealing with them appropriately. Liaise with staff, Governors, pupils, parents and outside agencies as directed.
- Open, sort and distribute incoming mail to the school in a timely manner. Check the school emails on a daily basis and distribute information as appropriate. Prepare and record outgoing mail (including exam papers). Liaise with postal services, courier services and exam boards as necessary.
- Input data relating to school payments and receipts on to the computerised accounting systems under the direction of the Admin Officer/ Business Manager.
- Assist the Admin Officer/ Business Manager in the receipt of payments made by the school and the issuing of receipts, ensuring all invoices and receipts are logged on the school accounting system.
- Produce the weekly school meal list and distribute this to kitchen staff and teachers.
- Produce and distribute school newsletter and co-ordinate contributions from other staff and pupils. Prepare and distribute letters to parents re trips, photographer, music, swimming etc
- Assist in arrangements and organisation of school medicals, vaccinations and eye tests for pupils. Undertake administration relating to medicines, prescribed drugs and first aid, including administering prescribed drugs.
- Assist in obtaining quotations for day trips and other facilitators etc.
- Providing administration support for school run breakfast clubs.
- **To fully comply with the Trust's safeguarding policy** - Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in the process, and we would aim to reach agreement on any changes.

Person Specification – Administrative Officer



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'

	Essential	Desirable
Knowledge, Experience and Qualifications	<ul style="list-style-type: none"> Literate and numerate - Grade C or above in Maths and English at O level / GCSE (or equivalent) Computer literate <p>(Microsoft Office Word, Excel and Email)</p> <ul style="list-style-type: none"> Previous office experience Experience of dealing with customers Experience of financial record keeping and/or financial management 	<ul style="list-style-type: none"> Previous experience of working in a school office Previous experience of working with children Previous experience of using Arbor and Parentpay or other financial accounting package Typing qualification
Skills and Attributes	<ul style="list-style-type: none"> Excellent telephone manner Excellent inter-personal skills Excellent time management skills – ability to prioritise Flexible Attention to detail Good team worker Ability to use own initiative Calm, patient and friendly Ability to deal with adults and children Honest, trustworthy and discreet Well organised and efficient Takes pride in one's work 	