



Fleetville Infant and Nursery School Job Description – Administration Officer

Job Title: Administration Officer
Responsible to: School Business Manager

Pay Grade: H3

Purpose of the Role: To provide general administration support to the School under the direction or instruction of Senior Staff

Responsibilities:

- Welcome all visitors to the office ensuring compliance with office requirements regarding visitor’s book, local inductions, fire alarms and facilities
- Provide administrative support e.g. photocopying, filing, emailing, completion of routine forms, school meals. This could be directly supporting the Head teacher.
- Answering and forwarding phone calls, transferring phone calls, taking messages and managing the phone system so that all data is correct and up to date and allows efficient directing of calls
- Update manual and computerised records/management information systems
- Oversee and maintain appearance of reception and meetings rooms
- To provide administrative support for other ad/hoc duties within the team/office as and when required
- Responsible for coordinating all aspects of the organisation of school clubs.
- To be responsible for the booking and administration of all school hirings

Individuals in this role may also undertake some or all of the following:

- Provide first aid/administer medication as required
- Maintain school calendar and room bookings
- Communication with parents (update website, newsletters, email, text, parent evening bookings, nursery session bookings etc.)
- Coordinating school dinner administration
- Assist with arrangements for visits, for example by school nurse, photographer
- Assist with managing attendance registers and procedures, inc. monitoring absence.
- Occasionally handle cash e.g. for school visits, banking
- Maintain manual records and computerised databases including pupil and staff records on Arbor, Target Tracker and CPOMs. Archiving records as required.
- Liaise with the school PTA.

Knowledge	Competencies
Good knowledge of ICT systems (word, power point, Excel. SIMS) 5 GCSE’s including Maths and English (or equivalent) Level 1 Safeguarding / Awareness of keeping children safe Understanding of the Schools ethos and values First aid qualification desirable	Planning and Organising Communication (written and verbal) Listening Attention to detail Team working Problem solving Flexibility Customer Service

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This job description will be reviewed at least annually as part of your Performance Appraisal programme.

Spiral Partnership Trust actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.