

SCHOOL: EDGAR SEWTER PRIMARY SCHOOL

JOB TITLE: APPRENTICE SCHOOL OFFICE ADMINISTRATOR

GRADE: Apprenticeship Rate

RESPONSIBLE TO: Headteacher

PURPOSE OF THE JOB

To work as part of the team to help ensure the smooth running of administration support.

1. FIRST POINT OF CONTACT

1. Act as a friendly and professional first point of contact for visitors and carry out security and safeguarding procedures, ensuring that all visitors sign in and out and are issued with ID badges.
2. Notify appropriate member(s) of staff of the arrival of visitors. Ensure that visitors do not enter the main school building without an escort, unless this has been authorised by the person they are visiting. Ensure appropriate safeguarding / risk assessment checks are in place.
3. Act as the central information and communication point with regard to queries and requests for information from parents and other individuals / organisations.
4. Control pupils' signing in and out during school hours
5. Take delivery of items. Notify the addressee arrange removal. Arrange for return of items as requested
6. Make, receive and redirect telephone calls, including voicemail and email communications. Take messages and ensure that these are passed on as quickly as possible.
7. Add events to the school calendar
8. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all time.
9. Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times.

2. OFFICE ADMINISTRATION

1. Open general incoming post and communications to the school's generic email. Forward named correspondence and email messages to the addressee. Deal with routine general items and refer more complex issues as appropriate.
2. Manage and update the school diary and co-ordinate it with the Headteacher's diary, including:

- ❖ School trips, visits and other events
- ❖ Governors' meetings
- ❖ School lettings
- ❖ Parents' evenings
- ❖ Staff meetings
- ❖ Contractors' visits
- ❖ Visits by LA representatives and other external agencies
- ❖ Visits by prospective parents

3. Administer the school's pupil registration process including:

- ❖ Recording pupil attendance information in accordance with the school's systems and procedures;
- ❖ Investigating unauthorised / unplanned absences
- ❖ Notifying the Designated Safeguarding Lead / Headteacher in the event of unexplained pupil absence if contact cannot be made with parents / carers

A. Despatch information to parents / carers in accordance with agreed deadlines including:

- ❖ Annual pupil information update forms
- ❖ Home / School agreements
- ❖ Letters
- ❖ Information regarding trips / visits / school events
- ❖ Other items as requested by the Headteacher, Business Manager or other members of the Teaching staff.
- ❖ Update communication platforms - website, facebook and school apps

B. Assist in provision of an administrative service for pupil admissions / transfers i.e:

- ❖ Prepare induction packs as required.
- ❖ Liaise with previous / future schools to arrange transfer of pupil records.
- ❖ Enter information into the Arbor system in accordance with the schools' procedures.

C. Assist in the maintenance, store and transfer pupil records as requested by the Business Manager/ or Headteacher.

D. Assist in preparation, editing and distribution of the school newsletter, prospectus and policies.

E. Assist with year end archiving.

3. GENERAL ADMINISTRATION

1. Monitor stocks of office stationery and other supplies and replenish stocks as required in accordance with agreed stock levels and procedures.
2. Assist with day-to-day management of lost property.
3. Actively contribute to and promote the overall ethos / work aims of the School.
4. Attend and participate in staff meetings as required, and at School INSET development days.
5. Participate in training and other learning activities and performance development as required.
6. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parents / staff colleagues and all visitors to the school
7. Undertake any reasonable tasks as requested which fall within the scope of the job grade.

4. SAFEGUARDING

1. Edgar Sewter Primary School is committed to safeguarding and promoting the welfare of children and young persons at all times. The School Business Manager, under the guidance of the Headteacher will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the school's Safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

5. GENERAL

1. Actively contribute to and promote the overall ethos / work aims of the school.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parents / staff colleagues and all visitors to the school.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all times.
5. Undertake any other reasonable tasks and responsibilities as requested by the Headteacher and governors which fall within the scope of the post.
6. To take responsibility for the school online diary.
7. To assist with the administration of first aid to pupils as required, in keeping with school's policy.
8. To liaise with parents regarding pupils' sickness/injury.
9. To assist with visits from the school nurse, dentist etc.

10. To assist with the general welfare of pupils.
11. To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
12. Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
13. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects staff to share in this commitment.
14. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all time.
15. Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times.
16. This job description is neither exclusive nor exhaustive, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION
ADMINISTRATION / FINANCE ASSISTANT – grade 3

| Criteria | Essential to basic performance of job | Required for fully competent performance of job |
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| Knowledge: | | |
| Technical or specialist | <ul style="list-style-type: none"> ● Computer literate with high level keyboard skills. | <ul style="list-style-type: none"> ● Experience of working with staff confidentiality. |
| | <ul style="list-style-type: none"> ● Demonstrable experience in a range of office/financial procedures. | <ul style="list-style-type: none"> ● Knowledge of computer systems e.g. MS Office products, SIMs, Evolve, iTrent, Scholarpack |
| Literacy and numeracy | <ul style="list-style-type: none"> ● Ability to collect monies and maintain accounts for school activities, e.g. dinner money. | <ul style="list-style-type: none"> ● Ability to use school's computerised financial management system |
| | <ul style="list-style-type: none"> ● Literacy needed for maintaining records and producing a range of correspondence. | |

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| Organisational | <ul style="list-style-type: none"> • Ability to work to deadlines | <ul style="list-style-type: none"> • Knowledge of the school's financial procedures, e.g. banking. |
| | <ul style="list-style-type: none"> • Knowledge of basic health and safety responsibilities | |
| | <ul style="list-style-type: none"> • Ability to work accurately with attention to detail | <ul style="list-style-type: none"> • Good understanding of school structure. |
| | <ul style="list-style-type: none"> • Able to prioritise and manage own deadlines. | <ul style="list-style-type: none"> • Knowledge of policies and procedures, e.g. sickness and absence records procedure. |
| | | <ul style="list-style-type: none"> • Knowledge of administrative procedures, e.g. ordering, incoming/outgoing post. |

| Criteria | Essential to basic performance of job | Required for fully competent performance of job |
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| Knowledge & use of equipment | <ul style="list-style-type: none"> • Ability to use/operate general office equipment, including photocopier/printer. • Knowledge of Microsoft Windows programs and google | <ul style="list-style-type: none"> • Knowledge of audiovisual equipment where appropriate. |
| | | <ul style="list-style-type: none"> • Knowledge of school establishment's computerised systems, may include specialised software, e.g. Oracle, SIMS, iTrent, Evolve, Scholarpack. |

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| Any other (incl. Political) | <ul style="list-style-type: none"> • Commitment to furthering the ethos and vision statement of the school. • | <ul style="list-style-type: none"> • Broad understanding of Government initiatives and their impact on the school, e.g. Ofsted, Asset Education |
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Mental Skills:

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| Problem solving | <ul style="list-style-type: none"> Identify variations from accepted patterns or missing documentation or other unusual aspects and refer them to the line manager. | |
| | <ul style="list-style-type: none"> Carry out checks on stock deliveries and refer any queries to suppliers or line managers as appropriate. | |

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| Thinking creatively / Developing new ideas | <ul style="list-style-type: none"> Contribute to the production of materials, e.g. lay out of yearbooks/staff handbooks, policies etc. | <ul style="list-style-type: none"> Assist in establishing work programmes for administrative/finance staff. |
| Planning ahead | <ul style="list-style-type: none"> Ensure routine and non-routine correspondence is produced on time. | |
| | <ul style="list-style-type: none"> Assist in the preparation for school activities e.g. sports day, visits and audits. | |
| | <ul style="list-style-type: none"> Ensure work allocated to the team meets deadlines. | |
| Criteria | Essential to basic performance of job | Required for fully competent performance of job |

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| Interpersonal & Communications Skills: | | |
| Caring skills | <ul style="list-style-type: none"> Attend to sick/injured pupils, make arrangements as required. | |

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| Training and / or presentation skills | <ul style="list-style-type: none"> May assist/contribute to induction training for new administrative/finance staff. | |
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| Advising / guiding skills | <ul style="list-style-type: none"> Provide advice and guidance to administrative/finance staff on range of issues, e.g. administrative & | |
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| | financial procedures & work allocation. | |
| | <ul style="list-style-type: none"> • May be required to informally advise teaching staff on administrative procedures, e.g. travel claims process. | |

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| Negotiating, influencing or conciliating skills | <ul style="list-style-type: none"> • May be required to influence or conciliate between administrative/finance staff. | |
| Equalities | <ul style="list-style-type: none"> • Demonstrate a commitment to equality. | |
| Child Protection | <ul style="list-style-type: none"> • Understand and implement child protection procedures. | |
| Confidentiality/Data Protection | <ul style="list-style-type: none"> • Understand procedures and legislation relating to confidentiality. | |

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| Verbal and written communications skills (including use of languages) | <ul style="list-style-type: none"> • Make and receive telephone calls, answer queries or refer to line managers as required. • Deal with email queries appropriately and efficiently | |
| | <ul style="list-style-type: none"> • Maintain a range of records, e.g. travel/expenses claims, class lists & pupil records, some of which may be confidential. | |

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| Physical skills: | | |
| Keyboard skills / use of mouse | <ul style="list-style-type: none"> • Keyboard and mouse skills are required to undertake a range of tasks, such as the production of reports, | <ul style="list-style-type: none"> • Ability to use school admin/finance systems with precision. |

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| | routine and non-routine correspondence etc. | |
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| Criteria | Essential to basic performance of job | Required for fully competent performance of job |
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| Other attributes: | | |
| Level of autonomy | <ul style="list-style-type: none"> The post holder will be expected to make day-to-day decisions about own workload and the workload of administrative/finance staff, where appropriate. | |
| | <ul style="list-style-type: none"> May include semi-routine tasks requiring some initiative. | |
| | <ul style="list-style-type: none"> The work is covered by guidelines and procedures. | |