

## Job Description

# Academy Primary School Administrative Officer

<b>Responsible to:</b> Headteacher/Senior Staff	<b>Grade:</b> 6
<b>Hours:</b> 25 hours per week	<b>Duration:</b> Permanent - Term Time Only
<b>Main Location:</b> Academy Primary School <sup>1</sup>	

**Context :** Under the direction of the Headteacher and Senior Staff provide routine general clerical, administrative, financial support to the school.

### Organisation

- Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Assist in arrangements for schools trips, events etc.

### Administration

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence
- Maintain manual and computerised records/management information systems e.g. BROMCOM
- Produce lists/information/data as required e.g. pupils data
- Undertake typing and word-processing and other IT based tasks
- Administration of new pupil admissions including welcome packs.
- Undertake routine financial administration e.g. collect and record dinner, trip money
- Assist with the production of school newsletters.
- Take notes at meetings
- Sort and distribute mail
- Undertake administrative procedures
- Maintain and collate pupil reports
- Undertake routine administration of school lettings and other uses of school premises

### Resources

- Operate relevant equipment/ICT packages (e.g. BROMCOM, word, excel, databases, spreadsheets, Internet)
- Maintain stock and supplies, cataloguing and distributing as required, placing orders for purchasing requirements ensuring best value is achieved.
- Operate uniform/snack/other 'shops' within the school
- Provide general advice and guidance to staff, pupils and others
- Undertake general financial administration e.g. processing orders

<sup>1</sup> Faringdon Learning Trust Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT.

## 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 difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims 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

## Qualifications and Experience

Qualities	Essential/Desirable
<b>Experience</b> General clerical/administrative work.	E
<b>Qualifications &amp; Training</b> NVQ 2 or equivalent qualification or experience in relevant discipline Good numeracy/literacy skills	E E
<b>Knowledge &amp; Skills</b> Appropriate knowledge of first aid Effective use of ICT packages Use of relevant equipment/resources Good keyboard/computer skills Knowledge of relevant policies/codes of practice and awareness of relevant legislation Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and your own position within these Ability to identify your own training and development needs and cooperate with means to address these	D E E E E E E E