

# Pickwick Academy Trust



<b>POST TITLE:</b>	Admin Officer
<b>RESPONSIBLE TO:</b>	Headteacher
<b>HOURS OF WORK:</b>	37 hours per week
<b>WEEKS WORKED PER YEAR:</b>	38
<b>SALARY:</b>	Grade D 4

## **JOB PURPOSE**

To ensure the effective management of the general office so that all aspects of the school's administration are conducted efficiently.

To ensure support for the Headteacher.

To operate the relevant school computer software e.g. Integris, School Money.

To liaise with the Pickwick Academy Trust central support team keeping them informed of any matter at the school that could impact on the Trust.

To provide the Pickwick Academy Trust any information needed to ensure the business of the Trust runs smoothly.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **SCHOOL MANAGEMENT**

1. To be responsible for the day to day management and organisation of the school administration office.
2. To work in partnership with the Headteacher in developing the organisation of office systems.
3. To create an Office Procedure File and ensure it is regularly updated, reviewed and reflects the changing needs of the school.
4. To attend Leadership Team Meetings if required.
5. To provide regular support and guidance, including school visits when required, to Admin Officers at all local trust schools in the Southern Hub.

## **RECEPTION**

6. To ensure the effective operation of the reception for all visitors to the School, giving information and directions to assist them adequately in the purpose of their visit and to record visitors onto and away from the site in accordance with security procedures.
7. To provide assistance for all staff, parents and pupils with any queries made at reception by resolving or reducing queries and giving advice where appropriate.
8. To operate the switchboard and effectively transfer calls, take messages and identify and deal with queries raised by callers on the telephone by liaising with other staff as necessary.
9. To undertake the full range of clerical and administrative tasks required ensuring that the school operates efficiently and effectively. This will include:
  - Taking notes/minutes of meetings as required
  - Contacting parents by text or email
  - Filing, photocopying, as required
  - Letters/memos etc

## **ADMINISTRATION**

10. To work with the Headteacher to compile weekly staff notification.
11. To hold overall responsibility for the maintenance of the Single Central Register, liaising with the Designated Safeguarding Lead and the trust HR team as necessary.
12. To support the Headteacher with safer recruitment requirements and contract changes, ensuring all recruitment and contract paperwork is received and correctly filed in personnel files.
13. To ensure that the school newsletter is published and distributed.
14. To maintain the school attendance systems and be responsible for providing any attendance related returns or reports.
15. Ensure school publicity i.e. prospectuses and admission packs, are updated and supplies maintained.
16. To manage and maintain the Integris database and provide any information required.
17. To manage the school information with respect to the main GDPR requirements.
18. To manage the School Money (or equivalent) database and provide any information required to the school Finance Assistant or Finance Manager.

19. To administer admissions to the school, both ongoing and new Reception class.
20. To process transfer documentation of pupils to and from other schools.
21. To be responsible for the completion of statistical forms from DfE, ESFA and Wiltshire Council e.g. Census.
22. To ensure the school's computerised assessment system is effectively managed.
23. To generate pupil data information as and when required, for example in the compilation of reports.
24. To keep pupil medical records and in liaison with the school nurse and/or outside agencies, produce timetables and assist with medical inspections and vaccinations. Administer medication when required and ensure procedures followed with regard to its return.
25. To support with the organisation and costing for school trips.
26. To maintain the free school meals list, including renewals and update, liaising with Wiltshire Council and the kitchen.
27. To maintain the school's web-site keeping it up to date and ensuring it reflects the school ethos.
28. To book transport, training courses, supply teachers etc., arrange venues, administer clubs, lettings and school photograph sessions.
29. To organise student placements.

**GENERAL**

30. Review routines and procedures regularly and recommend improvements to the Headteacher.
31. To provide assistance elsewhere in the school as requested by the Headteacher.
32. To ensure good communication with all stakeholders.
33. To attend trust Admin Cluster meetings.
34. To undertake such training as may be required.
35. Direct Line Manager: Headteacher.

Employee Name:..... Date.....

Employee Signature:.....

Signed on behalf of Pickwick Academy Trust.....

Date.....

This post is subject to medical and criminal disclosure clearances and to references.

Pickwick Academy Trust is committed to safeguarding and promoting the welfare of Children and Young People and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern, the school's agreed the Child Protection procedures will be followed, alongside implementation of the school's Disciplinary Procedure.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for an enhanced DBS Disclosure if you are successful in your application. This application will be made before your appointment is confirmed. Disclosure will contain details of formal cautions, reprimands and final warnings, as well as convictions. The school will arrange for the disclosure on your behalf and will pay the necessary fee. Having a criminal conviction will not automatically exclude you from employment. This will depend on the nature of the position and the circumstances and background of the offence committed.