

JOB DESCRIPTION
SCHOOL ADMINISTRATIVE OFFICER

Responsible to: Headteacher

Job Purpose: To be responsible for a range of administrative duties and to provide secretarial support to the headteacher and staff.

Specific Administrative Tasks

- **STATUTORY AND LEA RETURNS AND DOCUMENTATION**
 - School Census (termly)
 - School Workforce Census (annually)
 - Data Collection (annually) – KS results entered onto SIMS and sent to County
 - End of Year Set Up (annually) – dates, staffing, children, classes
- **SAFEGUARDING**
 - Maintaining the Single Central Record
 - Processing of DBS applications
 - Verifying the status of visiting teachers, coaches etc.
 - Maintain the computerised attendance register and associated tasks
 - Ensuring emergency phone chain is kept up-to-date
 - Inform BCC of key holder contacts
- **PUPIL RECORDS**
 - Maintaining accurate computerised and manual pupil records
 - New children – obtain all documents, create paper files, index cards, computer records
 - Import CTFs for new children and export CTFs for leavers
 - Send files to leavers' new schools
 - SEN records - update in SIMS
 - Attendance – daily monitor children's attendance and prepare bus book
 - Maintain all statutory attendance records
- **PERSONNEL RECORDS**
 - Send documentation for new staff and leavers to BCC
 - Maintain accurate computer records on staff absence (sickness & training), changes of hours, salary changes, and inform BCC of same via e-forms
 - Complete overtime forms and send to BCC via e-forms
 - Placing advertisements for new staff
 - Preparing offer letters to successful candidates
 - Maintaining accurate personnel records on SIMS
 - Administering overtime and sickness claims
 - Booking training courses
 - Organising supply cover
- **ADMISSIONS**
 - Updating the admissions registers and answering queries from potential parents
 - Updating the Admissions Policy annually and sending to Diocese and County
 - Preparing and sending all paperwork for appeals to Diocese
 - Ranking applications for admissions in order of priority
 - Keeping BCC informed of school places available
- **FINANCE**
 - To maintain the administration of the School Fund
 - To collect and administer voluntary contributions for enrichment activities

- FIRST AID
 - Administering first aid to children and keeping records
 - Ensuring individual medical health plans are up-to-date
 - Maintaining adequate first aid supplies

General

To ensure a smooth running and effective school office, by

- Acting as receptionist/telephonist (answering calls, assisting visitors to the school)
- Opening and distributing all mail
- Maintaining the office diary
- Drafting routine correspondence on behalf of the headteacher and staff
- Preparing and distributing information for parents
- Typing, filing, photocopying and shredding as required
- Taking minutes of meetings
- Booking coaches for school trips
- Organising and distributing school photographs
- Invitations to new parents for Open Day
- Preparing information packs for new parents
- To develop public relations alongside the Headteacher
- To maintain effective lines of communication through liaison with all other internal and external groups associated with the school, e.g. BCC, Diocese, parents, governors, school nurse, outside agencies
- To carry out any other reasonable duties as directed by the Headteacher
- To maintain a high level of confidentiality appropriate to the post
- To maintain a positive and cheerful disposition at all times