

Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have. Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

Job details

Job title:	Admin Officer / Attendance Officer
Directorate:	<i>Grasmere Primary School</i>
Reporting to:	Headteacher / Business Manager / Bursar
Grade:	TBC

Job description

Purpose of the post:	<ul style="list-style-type: none">• The postholder will be the first point of contact for the school and undertake a range of administrative and communication roles to ensure delivery of a first class office.• Deputise for the Business Manager/Bursar in relation to maintain accurate accounts and systems of financial control in regards to delegated financial duties in their absence.• Be the Schools Attendance Officer and assist with the planning and development of support services to improve pupil attendance. Work with colleagues, pupils and their families to improve attendance of a target group of pupils with unacceptable levels of absence.• Co-ordinate and maintain the School Asset Register.• To provide administrative support for the Strategic Leadership Team.
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Main duties and responsibilities:	<ul style="list-style-type: none">• To deal with front line enquiries from staff, students, parents and other agencies.• To ensure that visitors to the school are welcomed in a polite, friendly and professional manner.• To provide refreshments for visitors as appropriate.• The operation of the switchboard, directing calls to the Headteacher and other staff as appropriate and the taking and passing on of accurate messages.• Assist the Senior Admin Officer/Headteacher in arranging parental interviews.• To be the nominated officer responsible for the day to day operation of the registration system in terms of ensuring data is correctly inputted; the efficient retrieval of information; and for the timely production of reports from the system.• Liaise and work with the Headteacher/Education Welfare Service in relation to pupils where there are serious concerns over attendance or punctuality.• Monitor pupil attendance and punctuality including absence calling, sending letters/reports home to parents and arranging meetings to discuss attendance.• To liaise with the headteacher/other staff to produce the end of year report on attendance.• Promote an expectation of good attendance with pupils, colleagues and families.• General word processing• To provide administrative support in organising safety procedures, including fire drills.• To provide administrative support in new admissions, leavers and other pupil related support including assistance with other information databases during the busiest times of the year.
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- To provide the general administration of school dinners.
- To liaise with the Business Manager/Bursar relating to work to be undertaken by the office.
- To assist the teacher in all aspects of her/his role, including contacting parents and pupils where necessary liaising with the teacher on outcomes.
- Attend meetings on issues as and when required.
- In liaison with the teacher, maintain a confidential filing system.
- To maintain the school databases by using SIMS and recording systems relating to administration and personnel, ensuring that records, including are up to date, accurate, secure and they comply with the requirements of the data protection act. This will include the filing and updating of manually held systems and the input of data into the computer system.
- To process Year 6 applications and assist with pupil admissions. This will include managing the transfer of records and additional information about pupils, such as attendance and medical history, to and from other establishments as appropriate.
- Process orders and receive and distribute supplies.
- Issue purchase orders and process rec orders on FMS
- To process payments and issue cheques in the absence of Business Manager.
- Support the Business Manager in the preparation of budgets.
- Assist the Business Manager with the preparation of reports for the Governing Body.
- Work alongside with the Senior Admin Officer to deal with financial duties that are commensurate with the grading of this post, e.g. Tucasi online payment- school trips, club money collection.
- Make financial enquiries with suppliers in terms of outstanding invoices and emittance advices
- Make phone calls to parents who are in arrears in terms of dinner money, after school club payments, trips, etc.
- Work alongside the school SENCO and nurse to produce and maintain the pupil medical condition records.
- Produce SIMS report when required.
- To order resources for staff, and be responsible for stock control.
- To deal with financial duties that are commensurate with the grading of this post, e.g. dinner money collection, school trips.
- Assist with credit control e.g. non-English speaking parents.
- To deal with student and teacher permission slips.
- To keep the school's website up to date.
- To keep the school newsletters up to date.
- To distribute post, and taking along to the Post Office along with any recorded deliveries.
- To carry out word-processing, photocopying, filing, signature book for Headteacher, School Business Manager.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Headteacher / Business Manager / Bursar.

General requirements:

- The postholder must at all times carry out his/her responsibilities with due regard to Hackney Education Services policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education Services' policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job title:

Administrative Assistant

Person Specification

	Essential	Desirable
Qualifications		
1. NVQ level 2 or equivalent qualification or experience.	✓	
Experience		
2. Experience of clerical/administrative work.	✓	
3. Experience of handling cash.	✓	
4. Experience of using information technology in terms of using a computer, basic admin software (Word and Excel) and a willingness to learn the office systems and IT packages.	✓	
5. Experience of planning and managing tasks in a timely and effective manner and to work to specified deadlines.	✓	
6. Experience of school based systems.		✓
Knowledge		
7. Knowledge of operating a database programme of SIMS as well as financial programme of FMS.		✓
8. To have an understanding of and a commitment to Equal Opportunities issues within the workplace.	✓	
9. To have an understanding and commitment to the school's vision and policies.	✓	
Skills		
10. Good ICT skills – working knowledge of Microsoft Windows applications including Word and Excel, ability to access web based information.	✓	
11. Good word processing and keyboard skills.	✓	
12. Good interpersonal, organisational and communication skills.	✓	
13. Ability to relate well to children and adults.	✓	
14. Ability to communicate effectively orally and in writing.	✓	
15. Ability to share work and to work as part of a team.	✓	
16. Ability to handle people at a variety of levels with politeness, sensitivity, tact and the need to respect confidentiality.	✓	
17. Willingness to participate in development and training opportunities.	✓	
18. Ability and willingness to work in a flexible manner.	✓	