

KING INA



CHURCH OF ENGLAND ACADEMY

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ADMINISTRATION OFFICER JOB DESCRIPTION

1. NAME:

2. RESPONSIBILITIES OF THE POST:

Administration Officer and Secretary

3. GRADE: 15 Point 4

4. RELATIONSHIPS :

- 4.1 The postholder is responsible to the Head in all matters, concerning the aforementioned responsibilities of the post.
- 4.2 The postholder is accountable to the School Business Manager, who is responsible for the school finances, administration of staff information, premises management and secretarial support to the Head
- 4.3 The postholder interacts with governors and visitors who enter the school

5. PURPOSE OF THE JOB

- 5.1 To maintain pupil records on SIMs.net
- 5.2 To provide administrative support, undertaking data entry and extraction, or other general administrative duties
- 5.3 To generate standard reports for general management information
- 5.4 To complete forms and statistical returns, providing data and information to other groups/LA, governors
- 5.5 To manage school meals provision
- 5.6 To provide a comprehensive and confidential secretarial/administrative support to the Head
- 5.7 To undertake receptionist duties, provide the first line contact between the school and community and administer the school diary for events

6. KEY TASKS:

AS ADMINISTRATIVE OFFICER WILL:

- 6.1 Liaise with the LA when arranging pupil admissions
- 6.2 Provide information to parents who wish to apply for admissions
- 6.3 Maintain comprehensive and up to date pupil files on SIMS.net
- 6.4 Admit and record pupil data through preparing files and information for transfer to new schools
- 6.5 File all school administration records
- 6.6 Liaise with community health concerning records of children's health
- 6.7 Undertake procedures relating to the administration of pupil exclusions
- 6.8 Arrange teachers' supply cover as needed (in emergencies)
- 6.9 Collate mid - term and end of year reports for all children and oversee distribution
- 6.10 Check deliveries against purchase orders and resolve any discrepancies/returns
- 6.11 Undertake procedures relating to ParentPay
- 6.12 Write relevant letters to parents re meal organization
- 6.13 Complete all relevant forms associated with pupil meal numbers, meal order and other paperwork for kitchen and midday supervisor

AS SECRETARY WILL:

- 6.14 Organize and update the Head's diary in respect of meetings with parents, pupils, staff and outside agencies
- 6.15 Provide the first point of call within the school and information services for the Head, other members of staff and parents.
- 6.16 Take messages and resolve queries as appropriate
- 6.17 Provide a fully confidential secretarial service to the Head, where possible reviewing priorities
- 6.18 Answer the telephone, helping with enquiries. Relay messages to appropriate persons
- 6.19 Greet and engage with all visitors to the school in a professional and courteous manner
- 6.20 Prepare and present statistics for registers daily, record lateness/absence of pupils

6.21 Share end of year office clean down with Business Manager in preparation for the summer deep clean.

7. King Ina Church of England Academy is committed to safeguarding and promoting the welfare of children. It is every staff member's responsibility to receive annual safeguarding training, to know the school's policy and procedures for responding to and reporting concerns about a child's welfare and to act upon any concerns they may have.
8. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The duties / responsibilities of the post and will be reviewed annually and may be subject to modification or amendment after consultation and agreement with the postholder.

Signed..... (Staff member)

Signed..... (Head)

Date.....