



JOB DESCRIPTION

Penn Fields School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title	General Administration Officer
Responsible to	School Business Manager
Responsible for	N/A
Salary Grade/Range	Grade 4

The administrative officer is responsible for supporting the administrative, financial and organisational processes within the school. They will be a point of contact for parents/carers, visitors and other stakeholders, so will be an ambassador for the school and embody the core values, vision and ethos of the school in all interactions.

Job Purpose:

- Support the central services team to complete administration tasks within a busy school environment.
- Carry out the duties set out by the School Business Manager in the job role required.
- Work in collaboration and partnership with children, parents, carers, governors, staff and the Local Authority.
- Promote the safeguarding and welfare of children within the school.

Duties and responsibilities

General administration

- Update manual records management information systems
- Update and maintain the school calendar
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and that emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents and carers
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure any issues are reported.
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required



- Collate consent forms for school trips, liaise with trip organisers and provide the administrative support required to ensure the trip goes smoothly.
- Filing and upkeep of all the orders, goods receipts and invoices received, must follow all the guidelines given by the School Business Manager.
- Supporting the daily activities of the central services team, where possible, including dealing with student illness, contacting parents and when required cover for main reception
- To follow all agreed school policies and procedures, to support the School Business Manager with any administrative work as required appropriate to the level of grade.
- Support with the organisation of events, workshops and information sessions across key stages.
- Support with covering in reception at designated periods as identified by the School Business Manager.
- Monitor parent engagement with workshops / attendance at events to provide data for Leadership team.
- Collate data of staff involvement in their professional development.

Written communication

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts, etc.) to parents, staff and other stakeholders
- Assist with marketing and promoting the school

Finance Duties

- Assist with orders for supplies and services once approved by the School Business Manager and work under their guidance.
- Record deliveries of goods and services and responding to any issues.
- Responsible for reminding all staff about deadlines within the financial timetable.
- Processing reimbursement claims as instructed by the School Business Manager.
- Raising the 'external invoices' as guided by the School Business Manager and the upkeep of an appropriate system and records.
- Support systems designed by the School Business Manager as required and ensure the information is passed on to others.

EHCP Administration

- Gathering of information from teaching staff, families, and other professionals to ensure all parties are fully involved in the process and sharing this with relevant agencies under the guidance of the SENCO
- Plan for visiting specialist professionals, collating & sharing reports with staff teams.
- Monitor the successful implementation of the annual review process across school.
- Support SENCo with managing the annual review calendar.
- Be accountable for ensuring that all paperwork and administration associated with annual reviews is complete, including information from students, parents, other professionals, teachers, and independent carers advisors.



Staff Development

- Be a qualified first aider or train as one and continue to maintain the training to carry out the role
- To undertake appropriate professional development including adhering to the principle of performance management
- To achieve any performance criteria or targets relating to the post arising from the school's appraisal arrangements.

General

- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school, through our relational policy and trauma informed approach.
- Attendance at appropriate staff meetings and events.
- Responsible for ensuring all items timetabled against this role are met or adequate notice is given to School Business Manager if unable to complete tasks
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people.
- To ensure that all tasks are carried out with due regard to Health and Safety.
- Liaise and communicate effectively with other teachers and staff.
- Work collaboratively with colleagues within the central services team and wider school community.
- Holding yourself to account for your professional conduct and practice.

Safeguarding:

The jobholder must observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping Children Safe in Education' and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above Procedure and document can be obtained from the School Welfare Manager.



Special Conditions of Employment

Rehabilitation of Offenders Act 1974:

- This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Head teacher of this fact immediately. Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's relevant procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Health & Safety:

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder

Confidentiality and Data Protection:

The job holder is expected to comply with the provisions of the Data Protection Act 2018 which includes the General Data Protection Regulations (GDPR). Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 2018 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.

Equality and Diversity: Penn Fields School is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.



Training and Development:

- Penn Fields School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility:

- The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

Additional Information:

Please note: This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, and will be reviewed through the appraisal process. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job, following discussion between the Co Head Teacher and member of staff. Any amendments will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

ACCEPTANCE OF THE JOB DESCRIPTION BY THE POST HOLDER		
I can confirm my acceptance of the job description as outlined above		
Name		
Signed	Date	