

Our aim is 'Be all you can be, be yourself, be your best.'



ASPIRATION

COMPASSION

RESPONSIBILITY

RESPECT



COURAGE

JUSTICE

SELF-RESPECT

WISDOM

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# The Abbey Primary School Recruitment Pack

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**Position: Administration Officer**

Applications are invited for the post of Attendance Officer for The Abbey Primary School.

**POST DETAILS**

Line Manager	Headteacher
Relationships	Teachers, Support Staff, Parents and Carers, Cluster Business Partner and Cluster Business Officer, Trust Central Team, suppliers, and contractors
Place of work:	The Abbey Primary School
Hours / weeks:	37 hours, 39 weeks per year
Grade	Grade F, Scale Point 6 - 7
Salary	£25,989 - £26,403 (FTE)
Key Responsibilities	<ul style="list-style-type: none"> <li>• Office Administration</li> <li>• Attendance/Admissions</li> <li>• Support with HR</li> <li>• Communication</li> <li>• Premises / H&amp;S in the school with Site Staff</li> </ul>
Purpose of the Post:	Under the guidance of the Headteacher and Cluster Business Partner be responsible for the provision of an effective administration support service for the school.
Key Documents	<ul style="list-style-type: none"> <li>• Trust Wide and local Academy policies</li> </ul>

## Job Description

### **Admin**

- Ensure the admin support provided to the school is effective and efficient.
- Handle sensitive and confidential information, ensuring compliance with data protection.
- Under the guidance of the HT, manage the school website, social media presence and regular newsletters
- To provide back support in reception to admin assistant if required.
- To deal with telephone, voicemail, take messages and use judgement to decide on action to be taken and to refer appropriately.
- Record staff and support with pupil attendance on school MIS system.
- Record Looked After Children attendance through the relevant reporting system.
- Contact parents with any issues or problems i.e., sick child or no reason for absence.
- Completing school census and returns, supporting with audits.
- Manage new starters by showing them around the school, liaise with parents about school information and enrol them on the school MIS, check UPN's and update NCC log.
- Lead the administration of clubs both internally and externally.
- Arrange for professional pupil photographs to be taken and manage systems to ensure the project runs smoothly.

### **First Aid**

- To provide first aid administration
- To liaise with parents/ teachers regarding pupil medication. To record medical conditions on the school MIS.

### **Safeguarding**

- Ensure that all visitors have appropriate DBS checks / information given about safeguarding.
- Work with the HT and Cluster Business Partner to ensure recruitment processes are carried out effectively and interview days are arranged and run smoothly. Responsible for requesting and collating documents for safer recruitment.
- To manage the single central record and ensure it is compliant
- Support the business partner (BP) to ensure that school and HR files are kept up to date and maintained.

### **HR/Finance**

- Monitor staff absence and minute meetings relating to absence
- Complete requisition forms and order items and take in deliveries and distribute.
- To manage and book staff CPD
- To manage nursery admissions
- To manage administration of school trips including bookings, payments and communication with parents and staff

### **Health and Safety**

- Work with the site staff and Headteacher to manage the premises at the school, ensuring issues are reported as needed and that any contractors have relevant checks or supervision whilst on site.
- Support with keeping the school Health and Safety records up to date, including Handsam

Any other duties as assigned by the Headteacher as and when required.

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*This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties that are necessary to fulfil the role.*

*We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks, therefore all posts within the Trust are subject to an enhanced DBS and Barred List check.*

*The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, or sexual orientation.*

### ADMINISTRATION OFFICER - PERSON SPECIFICATION

	Essential	Desirable	How Assessed
<u>Qualifications</u>  GCSE grades 9 to 4 (A*to C) including English and Maths  Educated to NVQ level 2 Min and or administration qualification - desirable.	✓	✓	App/Doc  App/Doc
<u>Experience</u>  Previous work in school setting  Experience using educational Management Information Software  Experience of keeping accurate records and preparing reports  Experience of successfully working in a team  Experience of effectively managing others	✓ ✓ ✓	✓ ✓	App/Ref  App/Int  App/Int  App/Ref  App/Int/Ref
<u>Knowledge</u>  Understanding the importance of confidentiality and appreciation of the implication of GDPR / Cyber Security  Understanding the context in which academies are operating.  Understanding of the rules around safeguarding and child protection within academy settings.  Understanding of, and commitment to Equal opportunities, and the ability to apply this to day-to-day situations.	✓  ✓	✓  ✓	Int  Int  Int  Int

	Essential	Desirable	How Assessed
<u>Skills</u>			
Excellent working knowledge of Microsoft office - word excel, PowerPoint,	✓		App/Int
Have good organisational and time management skills.	✓		Int/Ref
Can demonstrate an ability to work as part of a team to achieve shared objectives.	✓		App/Int
Must have a very high level of attention to detail and the ability to identify where opportunities for improvements can be made.	✓		App/Int
Must be able to work independently and as part of a team and make judgements about processing calls and correspondence.	✓		App/Int
Excellent time management skills and the ability to prioritise workloads and multitask.	✓		App/Ref
Must be open to a level of flexibility – to meet peaks and flows of work, and able to work in a fast-paced environment, under pressure and to prioritise workload.	✓		App/Int
Excellent interpersonal and communication skills – able to deal with a variety of people sensitively and, when necessary, assertively. Using tact and discretion with confidential matters.	✓		App/Int
Able to operate effectively as a member of a team and contribute to friendly and supportive environment.	✓		App/Ref/Int
Excellent IT skills and to use a range of databases and software packages.	✓		App/Int
Must have a good standard of literacy and exceptional numeracy skills, with good written and spoken English.	✓		App/Int

	Essential	Desirable	How Assessed
<u>Attributes</u>			
Must be personable and professional at all times, demonstrating impartiality and the ability to act with complete integrity.	✓		Int/Ref
Must be resilient and reliable.	✓		Int/Ref
Self-motivated with a drive for continuous improvement – must be willing to undertake ongoing training	✓		Int
Must be committed to and representative of INMAT's mission, vision, and values.	✓		

*App = Application Form*

*Doc = Documentary Evidence (E.g., Certificates)*

*Int = Interview*

*Ref = Reference*

*Test = Test*