



## Fleetville Infant and Nursery School Job Description – Administration Officer

**Job Title:** Administration Officer  
**Responsible to:** School Business Manager

**Pay Grade:** H3

**Purpose of the Role:** To provide general administration support to the School under the direction or instruction of Senior Staff

**Responsibilities:**

- Welcome all visitors to the office ensuring compliance with office requirements regarding visitor's book, local inductions, fire alarms and facilities
- Manage attendance registers and procedures, inc. monitoring absence.
- Provide administrative support e.g. photocopying, filing, emailing, completion of routine forms, school meals. This could be directly supporting the Head teacher.
- Answering and forwarding phone calls, transferring phone calls, taking messages and managing the phone system so that all data is correct and up to date and allows efficient directing of calls
- Update manual and computerised records/management information systems
- Oversee and maintain appearance of reception and meetings rooms
- To provide administrative support for other ad/hoc duties within the team/office as and when required
- Open, sort and distribute incoming mail and post outgoing mail

Individuals in this role may also undertake some or all of the following:

- First point of contact for sick pupils, liaise with parents / carers / staff
- Provide first aid as required
- Responsible for pupil welfare matters, including care plans, medication, contacting parents and staff
- Maintain school calendar, daily diary sheets and room bookings
- Responsible for all statutory returns
- Coordinate admissions and transfer CTFs
- Responsible for communication with parents (update website, newsletters, email, text, parent evening bookings etc.)
- Coordinating school dinner administration
- Assist with arrangements for visits, for example by school nurse, photographer
- Occasionally handle cash e.g. for school visits, dinner money
- Check incoming stock deliveries and arrange for distribution and storage
- Arrange orderly and secure storage of supplies
- To co-ordinate all aspects of the organisation of school trips, swimming and off-site visits
- To be responsible for the booking and administration of staff training
- To complete the Pupil and School Workforce Census
- Responsible for coordinating and liaising with after school and lunch time clubs.
- Maintain manual records and computerised databases including pupil and staff records on SIMS, Target Tracker and CPOMs
- Main liaison with the school PTA
- Organise cover for absent staff
- Manage external hirings of the school, liaising with hirers

Knowledge	Competencies
	Planning and Organising

Good knowledge of ICT systems (word, power point, Excel, SIMS) 5 GCSE's including Maths and English (or equivalent) Level 1 Safeguarding / Awareness of keeping children safe Understanding of the Schools ethos and values First aid qualification desirable	Communication (written and verbal) Listening Attention to detail Team working Problem solving Flexibility Customer Service
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The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

This job description will be reviewed at least annually as part of your Performance Appraisal programme.

**Spiral Partnership Trust actively encourages and supports the safeguarding and protection of all its pupils. This post is subject to enhanced DBS disclosure.**