



RPA Administrative Officer Job Description
Reports to: Executive Headteacher

Scale 3 Point 5-6

Hours - 8:30am to 3:30pm with a 30 minute break over 38weeks

Salary range: Scale 3 , point 4-5

Roles and Responsibilities

To be assigned to work under the direction of the Executive Headteacher to carry out front office tasks, including administrative and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions. They will need to be solution focused, positive outlook, organised, calming and resilient and be the first impression of the school to new visitors.

Reception

- Act as the first point of contact for parents and visitors arriving at the school.
- Deal with telephone, face-to-face and online enquiries efficiently and in a professional and supportive manner.
- Seek support from other colleagues where necessary to respond to complex enquiries.
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary.
- Assist staff and pupils with the information and support they need.
- Take responsibility for staff first aid training - booking courses and keeping up to date records.
- Cool Milk - liaise with them and print off lists weekly.
- School photography - liaise with the company and communicate with staff and parents.
- Lettings - respond to queries on the portal and be the main point of contact.
- Health professionals - be the main point of contact with professionals and communicate with parents and staff, e.g. school nurses, flu sprays, health and weight check.

Attendance administration

- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed.

Security

- Control access to the school, in line with the school’s safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures.
- Be alert to unknown individuals on the school premises and report any concerns in line with the school’s procedures.

General administration

- Update manual and computerised record/information systems on MIS system
- Manage and organise completed forms from parents
- Organise and distribute incoming and outgoing post
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it’s ready to use at all times, resolving any issues as necessary
- Assist with organising parents’ evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Trips - alongside YGL organise communication with parents/ book transport/monitor Parentpay contributions and chase up late payments

Other Areas of Responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role e.g. first aid
- Ensure all duties and responsibilities are undertaken in line with the school’s health and safety policy
- Contribute to the safety of children

The above duties are neither exclusive nor exhaustive and the successful candidate will be required to carry out such other appropriate duties as may be required by the Senior Leadership Team within the grading level of the post and the competence of the post holder.

Name.....

Signed.....

Date.....