



Job Description

Grade:	Grade F
Job Title:	School Administrative Officer
Main Job Purpose:	To support the smooth running of the School Office including general clerical, administrative and data processing support to the Head Teacher and all staff in school, including hospitality arrangements.

Main Duties:

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1.	Receive visitors - staff, parents, pupils, deliveries and general public - providing assistance to them, and effectively distributing everything received (paperwork, goods etc). Reception duties, answer the phone, transfer calls, take messages, deal with queries, SEND admin
2.	Monitoring email inbox and actioning emails appropriately
3.	Manage and administer Nursery Funding
4.	Write and distribute newsletter (approved by Head Teacher) to give information to parents. Abstract data and assemble Children's Reports. Gather and distribute information to staff and local organisations.
5.	Administer school property; oversee the servicing, maintenance and repair of buildings, plant, equipment and fixture and fittings. Control and re-order stock (stationery and educational consumables, staff uniform) taking account of "value for money" Research the best "value for money" and order equipment for staff
6.	Raising requisitions and purchase orders on Sage
7.	Ordering and distribution of school milk & fruit
8.	Assist in maintaining the schools MIS system
9.	Provide statistics from Pupil Database to internal and external bodies
10.	Develop and operate Assessment Tracking system
11.	Administer admissions

12.	Record statutory assessment data, produce reports, upload results
13.	Any other Adhoc duties required

Supervision and Management

The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)

The work is largely regulated by laid down procedures but within these the jobholder must deal with routine problems encountered for example in the production of a wide range of statistics from Pupil Database, dealing with a wide range of queries on reception.

Key Contacts and Relationships

Senior Staff for instruction, line management, information
 All school staff for information exchange
 Parents, pupils, visitors answer queries/ give information.
 LEA information and statistics exchange, child protection issues referrals etc.

Decision Making

The work is carried out within clearly defined rules and procedures. Within these the jobholder takes decisions such as whether there is space for new admissions to the school; determining the order in which to complete tasks.

Working Environment

The work is interrupted, particularly by callers and visitors, although this does not usually significantly change the overall programme of work for the jobholder.

The jobholder is the first point of contact for visitors and the reasons for the contact may on occasion be contentious. There is occasional background noise.

Knowledge and Skills

The jobholder requires the knowledge and skills to undertake a range of office and reception tasks, including word processing, data base and interpersonal/telephone skills.