



JOB DESCRIPTION

POST TITLE:	Admin Officer
RESPONSIBLE TO:	Director of Education, Headteacher and Governing Body
HOURS OF WORK:	37 Hours per week
SALARY SCALE	G12 - 14
WEEKS WORKED PER YEAR:	40 including TD Days

JOB PURPOSE

To ensure the effective management of the general office so that all aspects of the school's administration are conducted efficiently.

To ensure secretarial support for the Director of Education and Headteacher.

To operate the relevant school computer software.

To liaise with the Pickwick Academy Trust central support team keeping them informed of any matter at Queen's Crescent School that could impact on the Trust.

To provide the Pickwick Academy Trust any information needed to ensure the business of the Trust runs smoothly.

MAIN DUTIES AND RESPONSIBILITIES

SCHOOL MANAGEMENT

1. To be responsible for the day to day management and organisation of the administrative team.

2. Line Manage/train/mentor 2 admin staff
3. To undertake an annual performance management review of each member of the administrative team under the Admin Officers line management.
4. To ensure each member of the administrative team undertakes appropriate training and development.
5. To ensure each member of the administrative team has appropriate job descriptions that reflect their role and responsibilities.
6. To organise and lead regular administrative team meetings.
7. To work in partnership with the Headteacher in developing the organisation of office systems.
8. To create an Office Procedure File and ensure it is regularly updated, reviewed and reflects the changing needs of the school.
9. To attend Leadership Team Meetings if required.

RECEPTION

In the absence of the Admin Assistant to:

10. Ensure the effective operation of the reception for all visitors to the School, giving information and directions to assist them adequately in the purpose of their visit and to record visitors onto and away from the site in accordance with security procedures.
11. Provide assistance for all staff, parents and pupils with any queries made at reception by resolving or reducing queries and giving advice where appropriate.
12. Operate the switchboard and effectively transfer calls, take messages and identify and deal with queries raised by callers on the telephone by liaising with other staff as necessary.
13. To undertake the full range of clerical and administrative tasks required ensuring that the school operates efficiently and effectively. This will include:
 - Taking notes/minutes of meetings as required
 - Filing, photocopying, faxing, reprographics as required
 - Letters/memos etc

ADMINISTRATION

14. To provide the Headteacher with Admin support.
15. Manage the admin emails and school admin calendar.

16. Manage administration of 2 parent evenings per year
17. Answer daily queries from parents and greet visitors
18. Arrange all staff supply cover in liaison with SLT
19. To oversee and manage the school calendar
20. To hold overall responsibility for the maintenance of the Single Central Register, liaising with the Designated Safeguarding Lead as necessary. Process DBS clearances and ensure all records are kept up to date for both school staff, volunteers and governors on the Single Central Register. Ensure all staff have received necessary policies and training and maintain register of this information.
21. To ensure that the school newsletter is published and distributed.
22. To maintain the school pupil attendance systems and be responsible for providing any attendance related returns, reports or requests.
23. Ensure school publicity i.e. prospectuses and admission packs, are updated and supplies maintained.
24. To oversee the management and maintenance of the MIS and provide any information required.
25. Process transfer documentation of pupils to and from other schools.
26. Manage school FS2 admissions, including pupil ranking, letters and induction evening
27. Manage Y6 leavers process and arranging school tours for perspective pupils
28. To be responsible for the completion of statistical forms from DfE, ESFA and Wiltshire Council e.g. Census 3 x per year.
29. To ensure the school's computerised assessment system is effectively managed and that statutory data is on the MIS
30. Liaise with SENCo to ensure that SEN records are up to date on the MIS
31. Manage the FSM process via establishment portal and issue food vouchers as required
32. To assist with updating/manage the school website in liaison with the Headteacher.
33. To generate pupil data information as and when required, for example in the compilation of reports.
34. Keep pupil medical records and in liaison with the school nurse and/or outside agencies, produce timetables and assist with medical inspections and vaccinations and produce individual health care plans. Maintain first aid training records.

35. Carry out First Aid for any pupil needed
36. Organise the Staff Flu Vaccinations annually
37. Administer the SATs papers annually
38. To book transport, training courses, supply teachers etc., arrange venues, administer clubs, lettings and school photograph sessions.
39. To organise school trips, residential trips and swimming including: calculation of cost to parents, booking coaches and facilities, letters to parents, monitor payments and remind parents (collect debts if necessary), provide information to Headteacher to enable trip approval and liaise with the Finance Manager as necessary.
40. Process all EVOLVE risk assessment forms ensuring risk assessments are completed correctly with medical details and ensuring correct adult:child ratios are adhered to
41. To manage the School money database and provide any information required to the Finance Manager.
42. Organise/manage the Y3 swimming timetable and liaise with local swimming pool
43. Organise and oversee 2 x school photographer visits
44. Liaise on regular basis with Site Manager
45. Organise annual data collection sheets – pupils and staff.
46. Manage and oversee GDPR procedures ensuring compliance and liaise with DPO.

PERSONNEL

47. Maintain personnel records and update staff data liaising when appropriate with the Finance Manager and HR. Manage staff absence, assist with staff inductions ensuring they have log ins, emails etc., assist with any personnel queries, update school photo board and sign in portal
48. To oversee staff absence (sickness and leave of absence). Maintain records and issue relevant paperwork following Trust policy.
49. Review staff absence levels for governor/Trust reports.
50. Manage staff recruitment process, such as, assisting with interviews, supporting HR with obtaining references and completing relevant recruitment paperwork.
51. To manage the safer recruitment process, including obtaining appropriate ID, DBS checks, right to work, risk assessment, and to ensure own training is up to date.

GENERAL

- 52. Review routines and procedures regularly and recommend improvements to the Headteacher.
- 53. To provide assistance elsewhere in the school as requested by the Headteacher.
- 54. To ensure good communication with all stakeholders.
- 55. To undertake such training as may be required.
- 56. To undertake Fire Marshall duties
- 57. Direct Line Managers: Headteacher and Director of Education

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Date:.....