

Pickwick Academy Trust



JOB DESCRIPTION

POST TITLE: Admin Officer

RESPONSIBLE TO: Headteacher

SALARY SCALE: Scale Point D6

PURPOSE OF JOB:

To assist the Admin Officer in ensuring the smooth running of the front office so that all aspects of the school's administration are conducted efficiently.

To operate the relevant school computer software e.g. Arbor, Access, Teachers 2 Parents.

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

RESPONSIBILITIES:

Duties to include:-

RECEPTION

1. To 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.
2. To provide assistance for all staff, parents and pupils with any queries made at reception by resolving or reducing queries and giving advice where appropriate.
3. To 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.

ADMINISTRATION

1. To undertake the full range of clerical and administrative tasks required ensuring that the school operates efficiently and effectively. This will include:
 - Filing, photocopying, reprographics as required
 - Letters/memos/emails etc.
2. Check absences against registers and update Attendance software. Conduct first day absence telephone phone calls.
3. Inputting new and updated information on the school's computerised system for pupil records and attendance and ensuring all records are maintained and up to date. Assisting in the production of reports, lists and other information relating to pupil records, including attendance.

4. Manage and update the email communication system to parents.
5. Manage and update the online payment system used by parents.
6. Assist Admin Officer with pupil admissions to the school. Take enquiries, liaise with Head of School, Wiltshire Admissions team, parents and current school to ensure a smooth transition for the pupil.
7. Administration of school dinner orders, inputting meal choices and updating dietary requirements.
8. Liaising with the catering team with regards to school dinner orders.
9. Opening and distributing incoming mail in a timely manner and taking outgoing mail to the post box.
10. Liaising with schools health team to help organising flu vaccinations for pupils.
11. Order office/stationery stock as necessary.
12. Checking of deliveries on receipt.
13. Liaising with staff, Governors, pupils, parents and outside agencies as directed.
14. Liaise with peripatetic music teachers regarding annual music calendar.
15. To hold overall responsibility for the maintenance of the Single Central Register, liaising with the Designated Safeguarding Lead as necessary.
16. To ensure that the school newsletter is published and distributed.
17. To maintain the school attendance systems and be responsible for providing any attendance related returns or reports.
18. Ensure school publicity i.e. prospectuses and admission packs, are updated and supplies maintained.
19. To manage and maintain the POD database and provide any information required.
20. To manage the School money database and provide any information required to the Finance Assistant.
21. Administer admissions to the school, both ongoing and new Reception class.
22. Process transfer documentation of pupils to and from other schools.
23. To be responsible for the completion of statistical forms from DfE, ESFA and Wiltshire Council e.g. Census.
24. To ensure the school's computerised assessment system is effectively managed.
25. To generate pupil data information as and when required, for example in the compilation of reports.
26. Keep pupil medical records and in liaison with the school nurse and/or outside agencies, produce timetables and assist with medical inspections and vaccinations. Administer medication when required and ensure procedures followed with regard to its return.

27. To maintain the free school meals list, including renewals and update, liaising with Wiltshire Council and the kitchen.
28. To maintain the school's web-site keeping it up to date and ensuring it reflects the school ethos.
29. To book transport, training courses, supply teachers etc., arrange venues, administer clubs, lettings and school photograph sessions.

GENERAL

1. Assisting with emergencies e.g. sick or injured child.
2. Providing general support for office staff when required.
3. To undertake such training as may be required.

OTHER

1. The nature of the work requires the jobholder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure
2. The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
3. The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.
4. The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

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)

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Print Name:.....

Date:.....