



<b>Job Title</b>	<b>Senior Administrative Officer</b>
<b>Location</b>	Decoy Primary School
<b>Reporting to</b>	The School Business Manager
<b>Grade</b>	D
<b>JE Job Number</b>	386

### **Job Purpose including main duties and responsibilities:**

#### **PURPOSE OF JOB**

To provide financial, administrative and organisational support to the school.

The role and work of the School Administrator involves dealing with sensitive and confidential information regarding staff and pupils. It is essential to maintain the highest level of confidentiality in relation to all school matters.

Decoy Primary School is committed to safeguarding and promoting the welfare of children. All staff employed at our school must be dedicated to securing the safety and well being of children.

#### **MAIN DUTIES AND RESPONSIBILITIES**

This job description refers to the principal duties and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

#### **FINANCIAL**

To support the School Business Manager in areas including:

- monitoring all accounting procedures and resolve any problems, including
- ordering, processing and payment for goods and services provided to the school.
- maintaining an assets register
- preparation of invoices and collection of fees and other dues
- maximising income generation within the ethos of the school
- booking and financial arrangements for school visits to include maintaining records of parental contributions to educational visits
- letting of the school premises to outside organisations and school staff in accordance with the school policy

#### **PERSONNEL**

Duties to support the School Business Manager including:

- creating, maintaining and updating confidential staff files to include administration of staff personal files in SIMS.net as well as manual files



- administering staff leave and sickness
- maintaining staff accident records
- processing routine aspects of teaching and support staff appointments
- arranging for teaching supply cover as directed by the head teacher
- processing timesheets for payment of supply cover
- processing advertisements for vacancies
- monitoring the advertising, recruiting and selection process for any appointments

### **ADMISSIONS AND ATTENDANCE**

To provide for the preparation and production of all school records and publications.

To act as correspondent for the DFE and to be responsible for the records and returns required.

To maintain Pupil Records (health check forms, home/school agreement, parent permission forms, website agreement forms, data check forms etc) including when appropriate the Assessment Process.

Process daily pupil attendance ensuring reasons for absence are obtained and reported significant non-attendance to the Head teacher

To provide advice to Head teacher and Governors on admissions and appeals policy

To be responsible for all admissions, administration and induction of new parents and pupils.

To be responsible for pupil attendance records and reports to relevant agencies.

To prepare and maintain school / class and house lists

### **PREMISES**

Keep under review the suitability of ICT equipment and liaise with SCOMIS and other IT support teams regarding updating and improvement

Offer assistance to teaching staff in the operation of ICT equipment (access to IT support services is available)

### **WHOLE SCHOOL ADMINISTRATION**

To be welcoming to parents, children and visitors

Duties to support the School Business Manager including:

To be responsible for storing and retrieving information on a wide variety of issues via an up to date filing system, and electronically

To be responsible for obtaining the necessary licenses and permissions, and ensuring their relevance and timelines.



To act as personal assistant to the Head teacher:

- a. Ensure Head teacher responds to post/letters in timely manner
- b. Typing minutes of Head teacher meetings when required
- c. Responsible for email distribution, response and management;
- d. Manage Head teacher's diary and arrange appointments.

To manage the administrative function including the administrative ICT facilities, school reception, reprographics, records, telephones and publications, booking and recording of supply teachers.

To act as correspondent for the DFE and to be responsible for the records and returns required.

To carry out clerical e.g. photocopying, collating of reports and documents, typing, being contact for parents when notifying of sickness absence etc when required

To maintain the Inventory/Equipment Register

To maintain SIMS and other record systems

**SUPPORT THE SCHOOL BY:**

Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person

Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop

Contributing to the overall ethos/work/aims of the school

Attending and participating in regular meetings

Participating in training and other learning activities as required

Recognising own strengths and areas of expertise and using these to advise and support others

Respecting confidentiality

Promoting the school at all times