

Job Description: Administration Officer

Bishop Carpenter CE Primary School

Grade: 5 Point: 5 -7 (£19,312 pro rata) Hours: 12 (over 2 days) Term time only, including 1 lunchtime duty

Introduction

In line with our Health & Safety audit this job now has a requirement for your Car Insurance to include Business class.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher who will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Job Purpose and Responsibilities

To undertake office reception duties and provide administrative services for the whole school, taking specific responsibility for a range of administration including, as an example, school meals, attendance, club registers and payments, administration of trips and visits. The post holder will oversee and monitor the administration of effective healthy and safety. To be front of house and the first point of contact within the school for members of the public, parents, staff and pupils.

Objectives

Ensure the smooth running of the school and provide efficient, open communication channels between public, staff, parents and pupils.

Key Tasks and Standards of Performance

- To ensure the smooth running of the office reception by identifying, prioritising, using initiative and organisational skills to carry out all relevant duties.
- To ensure the smooth running of the office by working under the instruction of the Headteacher.
- To ensure Health and Safety practices are carried out effectively and recorded accordingly
- To maintain data and collate records relating to pupils and pupil absence, including school meals.
- To provide administrative support to the Inclusion team, Finance Officer and Teaching and support team
- To ensure written communications are fully informative, concise, accurate and in an appropriate style.
- To ensure verbal communications are fully informative, concise, accurate and in a courteous, discreet and reliable style.
- To reproduce documentation.
- To record and action payments/bookings for Breakfast Club, trips and After School Clubs.
- To cover relevant duties for other support staff, in their absence.
- Any other duties, as directed by the Headteacher.

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General Responsibilities

Take appropriate responsibility for one's own health, safety and welfare and the health safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns related to child protection with the Headteacher or Chair of Academy board.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

Support the aims and ethos of the school and all school policies, seeking at all times to put into practice the school's vision statement. Uphold the school's Behaviour Policy. Our Christian values underpin all aspects of this job description.

Responsible to: Mrs N Stevenson

I have read this job description and sign this copy as correct

Signed: _____ Print name: _____