

DULWICH VILLAGE C of E INFANTS SCHOOL

JOB TITLE:	Administrative Officer
GRADE:	Grade 5 Scale 6
SCHOOL:	Dulwich Village C of E Infants School
LOCATION:	Dulwich Village, London SE21 7AL
HOURS OF WORK:	8.30am – 4.00pm - Monday to Friday 32½ hours per week term time only

JOB PURPOSE:

To co-ordinate all administrative functions in order to assist in the smooth running of the school.

To provide professional, efficient administrative support to the Headteacher and maintain secure, efficient information management systems for the school.

To maintain accurate accounts and systems of financial control as regards delegated financial duties.

To work in conjunction with School Business Manager. (SBM)

PRINCIPLE ACCOUNTABILITIES

1. To be responsible for assisting in managing the school office.
2. To assist in the maintenance of the various school computerised databases of pupil and staff information.
3. To oversee the administrative aspect of lettings of the school premises.
4. To support the Headteacher in a PA role.
5. To provide administrative support to school teachers and leaders as appropriate.
6. Financial Administration and data input.

JOB CONTENT

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will be required.

Operational Direction & Development

- Create and publish reports and templates on request.
- Set up and maintain procedures for entering and updating information in ScholarPack, and support those who upload and manipulate student and staff data.
- Prepare a new academic year calendar in SIMS, including termly teacher's Planning Preparation and Assessment (PPA) time.
- Ensure and manage the smooth transition from one academic year to the next with all sections of ScholarPack.
- Work with the SBM to ensure all staff records are kept up to date and accurate and all staff have signed the Code of Conduct and other relevant documentation.
- Ensure the weekly register for staff is produced and monitored for staff absence triggers.
- Manage cover for staff when sick, on CPD or PPA.

- Assist the Headteacher with analysing pupil attendance data and provide administrative support associated with attendance management, liaising with teachers as appropriate.
- Organise timetabling, for example playtime rotas and PE hall timetable.

Parent and Community Liaison:

- Update the School website and make changes as requested by the Leadership Team.
- To support the Computing leader in their role with regards to hardware and communications with the IT technician.
- Send email/text messages to parents using the school system.
- Create and maintain links with the local community as required.
- Collate and analyse parental, pupil and other questionnaires.
- Ensure all parents have signed and returned the Home School Agreement and all other data collection forms.

School Management and Administration Support:

- As part of a team co-ordinate the work of the office staff and ensure the school office is organised efficiently.
- Provide general administrative support along with members of the Administration Team using systems including Microsoft Office applications.
- Liaising with the SBM relating to work to be undertaken by the office.
- Deputising for the SBM in relation to the above duties, in his/her absence.
- Assisting with monitoring the induction of any new member of the office staff.
- To be responsible for provision and allocation of the School enrichment clubs including the checking the receipt of payments and following up non-payment.
- Oversee the administrative tasks in relation to school events including trips, Breakfast Club, parent lunches, International Evening and other School related events.
- Providing administrative support in organising safety procedures, including fire drills.
- Overseeing the general administration of school dinners including the dietary and medical needs of children within the School
- Answering emails to the office and responding to parent queries and welcoming all visitors to the school.
- Communicating messages between staff and outside agencies, including health routine checks for professionals.
- Organise appointments for the Headteacher and add to the main shared calendar when appropriate.
- Updating the school calendar with dates of events/visitors.
- Have shared responsibility for the school office email account, ensuring that emails are checked daily and responded to efficiently.
- Organise and maintain filing systems for the Headteacher's paperwork.
- Liaise with the Family Early Help Services and Headteacher with regards to attendance.
- Write School newsletters with input from the School team.
- Type up/amend documents, including policies, as directed by the Headteacher
- Take, produce and circulate minutes of meetings as requested.
- Help with the organisation of school events.
- Organise administration for school performances, including programmes, tickets, etc
- Print documents for the Headteacher including DFE publications and governor documents.
- Print pupil certificates as directed by the Headteacher.
- Organise schedules for interviews, including timetables and requests for references.

- Organise refreshments before and during meeting times and as required.
- Support the Headteacher in other ways as required.

Lettings

- To advertise and promote the letting of the School facilities.
- To communicate with new letting companies, with the support of the SBM, completing relevant paperwork including contract, safeguarding procedures and timings.
- Induct the hiring company in the use of the premises for example locking and unlocking, use of furniture and toilets, resources.
- Communicate any changes to the lettings to the hirer such as cancellations due to School business.

To provide administrative support to the school teachers and leaders as appropriate, including:

- Assisting the teacher in all aspects of his/her role, including parents and pupils where necessary- liaising with the teacher on outcomes.
- Attending meetings on issues as and when required.
- In liaison with the teachers, maintaining filing systems.
- Photocopying, laminating, typing, mounting, sticking and cutting out documents, as and when required by staff.
- Making phone calls to convey simple messages.
- Posting documents as and when required.

Safeguarding

- To have due regard to safeguarding and the school's safeguarding policy and procedures, promoting the welfare of children and young people.

JOB CONTEXT

Reports to: The School Business Manager, Appraiser and the Headteacher.

Supervises: The office administration staff (with the School Business Manager).

Contacts: All staff, pupils, parents, outside agencies.

Financial Responsibilities: None

Key organisational Objectives:

The postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as appropriate.
- At all times operating within the school's Equal Opportunities framework.
- Acknowledging Customer Care and Quality initiatives.
- Demonstrating commitment and contribution to improving standards for pupils within the school as appropriate.
- Contributing to the maintenance of caring and stimulating environment for pupils.

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

Special Conditions of Service:

The postholder may be required to work outside of normal school hours on occasion, with due notice.