Location – Swallow Dell Primary School

Pay Grade: H3-H4 depending on experience

Hours : 22.5 hrs per week (8.30am to 1pm Monday to Friday)

Weeks: 38 weeks plus 3 days

**Purpose of the Role:** To provide general administration support to the school under the direction or instruction of senior staff and to undertake full responsibilities of school’s system to ensure pupil records are kept up to date including admissions and attendance.

**Key Responsibilities:**

* Be the front face of the school and first point of contact for parents/carers/visitors ensuring school security arrangements are always followed
* Provide administrative support to the school including; data input, photocopying, filing, phone calls, emailing, letter writing, completion of routine reports, ordering school meals, maintaining the school calendar and admin email account, booking before and afterschool clubs etc. (This could be in conjunction with other members of the office team and also directly supporting the senior leadership team of the school)
* Manage and mornitor records of pupil attendance including monitoring completion of class registers, monitoring absence and late arrivals, contacting parents, reviewing leave of absence requests, issuing fixed penalties and working closely with the Headteacher and Attendance Officer
* Manage the admissions process from beginning to end for all pupils, including nursery, for September and in year admissions
* Maintain and update manual and computerised records/management information systems (Sims) for all pupils and school records, including preparation for beginning and end of curriculum year
* Assist with pupil welfare matters including completion of forms, contacting parents/carers, updating emergency medication and allergy lists
* Manage the schools Early Years Portal and nursery numbers/hours and payments
* Monitor Free School Meals applications and send FSM vouchers for the holidays
* Complete data returns and submit to County including School Census

**Individuals in this role may also undertake some or all of the following:**

* Support Business Manager with administrative needs
* Analyse and evaluate data to provide reports.
* Contribute to the planning and development of administrative procedures and

Systems

**Job Context**

* The school has a team of administrative staff who provide the full range of reception and administrative functions.
* Makes decisions about own administrative work. Follows daily and weekly routines with some monthly and annual tasks such as returns. Shared with senior colleagues for sign off.
* Communicates with other school staff and teachers, senior leadership team, pupils, parents/ carers, suppliers, visitors.

**Knowledge, Skills & Abilities**

* Requires knowledge of a range of administrative support tasks and office and related school procedures and systems.
* Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.
* Communicates with other school staff and teachers, senior leadership team, pupils, parents/ carers, suppliers, visitors.
* Standard keyboard skills, use of office equipment.

**Supervision**

* Follows instructions and set routines.
* Decisions relate to own daily workload.
* The post holder will have no supervision responsibilities of other staff.
* May demonstrate administrative duties to new or less experienced staff.

**Problems, Demands & Decisions**

* First point of contact dealing with difficult visitors/parents. Problems are normally routine requiring straightforward solutions; more difficult problems are referred to others.
* Makes decisions about own administrative work. Decision-making is short term; more complex decisions are referred to senior staff.
* Concentration for undertaking administrative tasks.
* Exposure to emotionally demanding situations is infrequent.
* Contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.

**Dimensions**

* May handle small amounts of cash. This is adhoc and infrequent.
* Responsible for the maintenance and updating of records.

**Physical Effort**

* Requires normal physical effort, with a mixture of sitting, walking.

**Working Environment**

* Work is normally carried out in an office environment. This is mainly a public facing role.