



**Woodfield Primary School**  
**Admin Officer**  
**Job Description (G2)**

## **PURPOSE**

Under the guidance of Headteacher/School Business Manager, be responsible for undertaking administrative, organisational processes within the school.

To maintain the confidentiality and discretion as befits the role of an Admin Officer.

## **SUPPORT FOR THE SCHOOL**

### Reception:

- Champion Customer Service, performing a welcoming and efficient front-of-house role.
- To be a point of contact for visitors, including parents, dealing with queries and covering all Reception duties.
- Receive visitors, when necessary, ensuring validity of DBS/ID and offering hospitality.
- To update telephone message information service with relevant information concerning the school.

### Administration

Undertake a diverse range of secretarial and administrative duties for the Headteacher and other staff, acting as a personal assistant to the Headteacher, updating and maintaining the diary systems, making arrangements and carrying out general office duties and to ensure well-presented and accurate correspondence, reports and other documentation.

- To provide an efficient and confidential administrative and secretarial service to the Headteacher/School Business Manager.
- To regularly check emails, correspondence and appointments to ensure the Headteacher/School Business Manager are kept informed at all times.
- To manage and monitor manual and computerised record/information systems, including all diaries.
- To provide administrative and organisational support to other staff.
- Under the direction of the Headteacher, complete and submit forms and returns, including those to outside agencies, eg DfE, school inspectors, auditors, etc.
- Assist with procurement and sponsorship.
- To check daily attendance registers, ensuring absences are clarified and recorded twice daily.
- To carry out general office duties, including correspondence, filing, etc.
- Manage stationery resources.
- To check daily correspondence and duplicate/distribute to relevant/named personnel.
- To collate information for behaviour awards and Golden Time, reporting periodically to Headteacher.
- Distribute information and messages throughout the school.
- Ensure smooth operation and general appearance of school office.
- Contribute to the design and development of an information system (prospectus, website).
- Be responsible for updating and maintaining online information systems (website, Twitter, Facebook)
- Provide administration and minute taking at meetings, when necessary.

### Financial Duties:

- To have responsibility for income relating to school dinner money, including reconciliation and completing school meal returns and reports, reporting to School Business Manager and/or Headteacher.
- Monitor school meal accounts, reporting to Business Manager.
- Assist with the collection and reconciliation of monies received in the office for any trips, fundraising and other events in school.

### Computing:

- Co-ordinate weekly IT support (Benchmark), collating information from staff.
- To assist the Business Manager with implementation of data/system changes and information updates.

### Personnel:

- To liaise with key school personnel to ensure school office operates efficiently.
- Liaise with Before & After School providers, providing good communication links at all times and calendar of events if necessary.

### Specific Duties

- Optimise the use of technology.
- To populate, create and maintain Headteacher information and files, as directed.
- To provide first aid throughout the day.
- To monitor medication for named pupils in school, ensuring up-to-date medication available at all times.
- To be responsible for collecting money for staff refreshments, ensuring invoices/receipts are paid promptly.
- To co-ordinate use of rooms in school, i.e. for meetings, etc.
- To populate, update and maintain the school's website.
- To update social media with relevant information.
- Populate and format monthly school newsletter, liaising with Headteacher and Business Manager.
- Format curriculum overview information under the direction of the Headteacher.
- Input assessment data in internal school tracking system, as directed by Headteacher/Business Manager.
- Reports overview (to include Junior Speak, Pupil Premium, PE/Sports Reports).
- Populate presentation documentation (eg Y6 Leaver's Books, Prospectus, Handbooks, etc).
- Co-ordinate, manage, maintain and update the school, Headteacher and School Business Manager online (Outlook) diaries, arrange and prioritise meetings as necessary and ensure that the Headteacher and Business Manager are appropriately informed.

### **RESPONSIBILITIES**

- Comply with and assist with the development of policies and procedures relating to Child Protection, Health, Safety and Security, Confidentiality and Data Protection, reporting any concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend relevant training and meetings, preparing agendas and supporting documentation, taking minutes.
- Participate in training and development activities and programmes and attend and participate in meetings.
- Manage own personal/professional development.
- Recognise own strengths and areas of expertise and use these to advise and support others.

### **Qualifications/ Training:**

- Good knowledge of computing and Microsoft Office programmes.
- SIMS.net (or alternative MIS, eg Arbor).
- First Aid
- Business and Administration NVQ Level 3 or 2

### **Knowledge/Skills:**

- Excellent numeracy/literacy skills.
- Effective use of IT, office equipment and resources.
- Understanding of relevant policies, codes of practice and awareness of relevant legislation.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding roles and responsibilities and your own position within these.

### **Hours of Work**

Monday - Thursday

8.30 am-12.30 pm / 1.30 pm-4.45 pm

29 hours

Friday

8.30 am-12.30 pm / 1.30 pm-4.30 pm

7 hours

**Total:**

**36 hours**

This job description is current at the date shown but may be changed by the Headteacher in order to reflect or anticipate changes in the job commensurate with the salary and job title.