

**THE FEDERATION OF ST. JOSEPH'S CATHOLIC PRIMARY SCHOOLS
BARKING AND DAGENHAM**

JOB DESCRIPTION

JOB TITLE Administration Officer
Scale 4

RESPONSIBLE TO Office Supervisor

PURPOSE OF THE JOB The day to day management of the Schools' financial books and records.
To deliver financial services that ensure maximum efficiency and effectiveness at all times.
To work as one office team to ensure the delivery of an efficient and flexible administrative service to the School.
To be committed to the protection and safeguarding of children and young people.

General Duties and Responsibilities

Your conditions of employment are laid down in your written particulars (which forms the principal statement of your employment with the London Borough of Barking and Dagenham). These terms and conditions are in accordance with Government Services as set out in the National Agreement of Pay and Conditions of Service (the "Green Book"), collective and local agreements, and rules, procedures and provisions made by the Council and the Governing Body of the School. This includes the Council's Code of Conduct (attached) which sets out the professional standards expected of you. In addition it is expected you will ensure that the ethos and philosophies of our school are maintained and nurtured and that you will uphold the school's Health and Safety, Equal Opportunities, Race Equality and Inclusion policies in conjunction with the London Borough of Barking and Dagenham. In addition you will support and uphold all policies and codes of practice in St. Joseph's Catholic School.

Main Duties and Responsibilities

Finance

- To assist the Office Supervisor in placing orders where necessary.
- To collect all monies coming into the school, record and issue receipts for other monies as required, including school trips, photographs, dinner monies, making the appropriate banking arrangements. Liaising with parents where necessary.
- To help ensure the school is following 'Best Value' procedures.
- To undertake daily parent pay duties in the absence of the School Administration Assistant.

Reception

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate, in the absence of the Administration Assistant.
- To receive and make telephone calls and deal with general enquiries.
- To ensure school security arrangements are always complied with, including the issue of visitor's badges and signing of visitors' book.
- To accept and sign for deliveries as appropriate.

- To provide hospitality for visitors to the school.

Clerical and Administrative

- To deal with all school admissions and provide support for the schools admissions co-ordinator.
- To receive class application forms, checking all supporting documents are present, to prepare letters to parents offering places and to start the admissions process on Intergris.
- To assist in the completion of first day calling.
- Entry of new pupil details on the Intergris system to maintain an up to date register.
- Maintain records and files on pupils.
- Keep up to date records on all pupils including contact details in compliance with the data protection act.
- To assist with the preparation and maintenance of the manual and computerised pupil data records, including attendance details.
- To prepare exclusion letters.
- Termly input of class assessment date (Intergris mark books).
- Produce reports on assessment.
- General Maintenance of mark books.
- Reporting to the Headteacher and Deputy on assessment updates.
- Providing information for the Senior Leadership team on assessment across the school.
- Record attendance in Intergris and produce appropriate reports.
- Prepare half termly figures for submission to the LA.
- To undertake routine data input, filing, photocopying and typing.
- Complete such returns as may be required by the Borough, DCSF etc.
- To be responsible to unpaid trips within the school.
- To be responsible for unpaid after school activities.

Welfare

- To ensure that you have a current and full First Aid qualification appropriate to the job.
- As the certificated First Aider, to provide medical support for children who are unwell, and to be responsible for the organisation and general care of medical requirements throughout the school including the maintenance of stock.
- To liaise, if required with parents regarding pupil sickness/injury
- To assist with the general welfare of pupils including hygiene requirements
- To assist with visits from the school dentist, nurse etc.

Other Responsibilities

- To attend INSET during school hours as necessary and INSET outside school hours as agreed with the Headteacher/business manager
- To ensure the visual environment of the school administrative areas are kept to a high standard including the main entrance hall. Ensure that letter files, leaflets etc. are kept and maintained.
- To support the school in fundraising activities
- To model high standards in attitudes, communication and social skills towards all members of the school community.

This job description does not form part of the contract of employment of the above named employee. It is not an exhaustive list of the duties or functions to be undertaken or carried out. It describes the way you are expected and required to perform and complete the particular duties as set out above.

These duties may be varied or changed by the Headteacher from time to time to meet changed circumstances or the needs of the school. The Governors reserve the right to amend the functions of the school administration officer in order that the School may continue to meet its statutory obligations.

This job description will be reviewed at least yearly.

Signed:

Date:

| Primary | | |
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| General heading | Detail | Examples |
| Qualifications & Experience | Specific qualifications & experience | Minimum 5 GCSE's including English and Maths (grade C and above) Successful experience of administrative work in a busy school environment Educated to NVQ Level 4 or equivalent Completion of DCSF Induction programme Previous experience of working in a finance function. Good level of ICT competence, in particular Excel and RM and Integris. |
| | Knowledge of relevant policies and procedures | Working knowledge of general school policies and procedures |
| | Literacy | Good reading and writing skills |
| | Numeracy | Ability to count and undertake complex calculations |
| | Technology | Ability to use photocopier Ability to use word processor, databases and other IT applications |
| Communication | Written | Ability to complete detailed reports, forms and letters |
| | Verbal | Ability to exchange verbal information clearly and sensitively with children and adults |
| | Languages | Overcome communication barriers with children and adults |
| | Negotiating | Ability to consult with colleagues in an effective way |
| Working with children | Behaviour Management | Understand and implement the school's behaviour management policy |
| | SEN | Good Understanding and support the differences in children and adults and respond appropriately in relation to the role |
| | Curriculum | Good understanding of the learning experience provided by the school in relation to the role |
| | Child Development | Good understanding of the way in which children develop in relation to the role |
| | Health & Well being | Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell |
| Working with others | Working with partners | Understand the role of others working in and with the school |
| | Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| | Team work | Ability to work effectively with other adults in the school |

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| | | Ability to work on own |
| | Information | Ability to provide timely and accurate information |
| Responsibilities | Organisational skills | Good organisational skills Ability to work accurately with attention to detail |
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| | Time Management | Ability to manage own time effectively |
| | Creativity | Ability to follow instructions effectively |
| General | Equalities | Demonstrate a commitment to equality |
| | Health & Safety | Good understanding of Health & Safety |
| | Child Protection | Understand and implement child protection procedures |
| | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| | CPD | Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance and share knowledge with others |