

## Job Description

<b>Job Title:</b>	School Office Administrator Administration & Organisation Level 3
<b>Grade:</b>	Band 2 Level II
<b>Department:</b>	Children's Services
<b>Section:</b>	St Clement Danes CE Primary School
<b>Responsible to:</b>	Headteacher

### *Purpose of Job*

Under the guidance of senior staff: be responsible for undertaking administrative/financial/organisational processes within the school.

Assist with the planning and development of support services.

### *Main Responsibilities*

#### **TASKS**

##### ORGANISATION

- Deal with complex reception/visitor etc. matters
- Contribute to the planning, development and organisation of support service systems/procedures/policies
- Organise school trips/events etc.

##### ADMINISTRATION

- Manage manual and computerised record/information systems (SIMs)
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal – administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfE
- To be responsible for the distribution of school office e-mails and school mail
- To be responsible for the recording and monitoring of children's attendance and punctuality

##### RESOURCES

- Operate relevant equipment/complex ICT packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Manage uniform/snack/other 'shops' within the school

- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- To be responsible for the administrative functions relation to all pupil admissions and transfers, maintaining up-to-date and accurate records and liaising with prospective parents
- Assist with marketing and promotion of the school
- Undertake complex financial administration procedures
- Manage expenditure within an agreed budget

## **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 all concerns to an appropriate person
- Be aware of and support diversity 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 and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

## **EQUALITIES**

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

## **CHILDREN'S STANDARD**

To ensure the best outcomes for Westminster's children, employers in the City Council area have produced a "Westminster Standard" for all members of the children's workforce. This Standard will ensure that all staff working with our children are:

"representative of the Westminster community, flexible, competent and confident, ready to listen to children and their carers, work in partnership with users and colleagues, and committed to safeguarding and providing the best possible service for children, as well as promoting their health and wellbeing".

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