



### Duties

#### Manage Office

- Line manage office team
- Support the office team to manage, prioritise and meet deadlines

#### Attendance

- Oversee the daily checks on children attendance
  - Ensure attendance is being accurately recorded on the school's MIS system
  - Ensure reasons for absence/lateness are being captured
- Keep up to date with latest attendance guidance from the Department for Education
- Work with the HSLW on identifying children who are at risk of persistent absence
- Oversee the writing and issuing of attendance letters
- Oversee the production of attendance reports as required
- Review attendance policy annually
- Manage the issuing of penalty notices on behalf of the school

#### Trips and Workshops

- Work with the Business Manager on preparing costings for trips and workshops
- Setup payment plans and monitor payments for trips and workshops
- Residentials
  - Work with the Y4 and Y6 teams to book residential trips
  - Prepare letters/emails and information packs for parents
  - Ensure paperwork is completed
- Day trips and workshops
  - Work with all year groups to book day trips and workshops
  - Prepare letters/emails for parents

## Admin Officer Job Description

Role Profile: 02127

### Admin

- Answering the telephone, responding to queries and taking messages
- Monitoring the admin email, responding to queries and forwarding and following up on emails as appropriate

### Health and Safety

- Manage the Risk Assessment register
- Conduct individual staff and pupil Risk Assessments
- Report Accidents on the HCC portal
- Provide first aid as and when required

### Policies

- Maintain register of Policies and renewal dates on Every
- Complete annually a schedule of policies for presentation to the Governing Body for the first FGB of the academic year
- Liaise with the clerk regarding feedback on policy approval.
- Ensure the owner of the policy is given notice that the policy is due renewal and maintain the computer files to organise them.
- Present all Statutory Polices and MOPP policies to FGB's for approval as per the schedule.
- Present non-Statutory Polices to Headteacher and/or SLT
- Proof read and standardise layout of policies for presentation.
- Record dates of review.
- Save approved polices and archive old policies.
- At the start of each academic year check the MOPP for any updates to Guide to HR Policies and procedures for schools, (containing a list of statutory and recommended policies).

### SOPs

- Maintain register of SOP's and renewal dates on Excel.
- Flag renewal/review of SOP to appropriate owner (teacher/ SLT/ Head or Business Manager)
- Publish reviews SOP with Staff update and distribute to each class teacher as required.

Completing any ad-hoc tasks assigned by the Headteacher, Assistant Headteacher, SENCo or Business Manager in line with the role.