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**Job Description**

**Post title:** Lead Administration Officer

**Salary:** Grade 7

**Contractual Arrangements:** 37 hours per week, Mon-Fri; term time plus one week.

**Responsible to:** Business Manager

**PURPOSE OF THE JOB**

* To oversee the day-to-day running of the school office to offer high quality and standards to the community
* To maintain key systems and records within the school

**KEY ACCOUNTABILITIES**

1. Supervise and engage in the day-to-day work of the school office; line manage the school office staff
2. Contribute towards the planning, development and organisation of the support service systems, procedures and policies through weekly office meetings and liaison with the school leadership teams;

1. To ensure that the office team provides an efficient and comprehensive administrative support service, including:
	1. greeting visitors and ensuring safeguarding procedures for visitors are adhered to
	2. dealing with routine enquiries from parents, the LA and other agencies/organisations
	3. word processing correspondence and other documents
	4. record keeping, photocopying and filing
	5. maintaining a professional office environment
2. To provide support to the Headteachers, including dealing with items of a sensitive and confidential nature;
3. To manage the office email account, prioritising incoming emails and responding to or forwarding communications as appropriate;
4. To undertake personnel administration for volunteers, including managing or assisting with the recruitment and induction procedures; collating documentation, medical clearance and DBS checks as required;
5. To administer, organise and maintain all aspects of school trips, to include producing trip letters, setting up of MCAS for payments and preparing trip information packs, ensuring risk assessments and other procedures are complete in good time; provide accurate trip costing information to the Business Manager; undertake Educational Visits Co-Ordinator training;
6. To administer, organise and maintain all aspects of the Bromcom pupil database and associated records, with support from the Attendance and Admissions Lead;
7. To assist the Head Teachers with school reports; to circulate report templates to year leaders for review prior to the report writing period; to co-ordinate the printing and enveloping of reports in readiness for distribution to teachers for final checking;
8. To assist the with planning and organisation of parents’ evenings twice per year;
9. To maintain the pupil media register to highlight those children who not to be photographed upon request from the parents;
10. To monitor and update Bromcom and the expenditure spreadsheet for Pupil Premium/Free School Meal pupils and produce reports when required for Head teachers and Pupil Premium Leads;
11. To manage and book training across the schools as required by Head teachers; to log training completion and certificates on Bromcom;
12. To prepare and send statistical and other returns such as Pupil Census, data returns to the LA, Hamwic and DfE and other organisations/bodies as required;
13. To maintain the school’s web pages and ensure they remain up-to-date, accurate, and compliant with DfE and Trust requirements;
14. To support with the administering of daily dinner orders using SchoolGrid;
15. To oversee procedures for pupil welfare, including the administering of First Aid and medicines and notifying parents when children are ill; to provide welfare support to the pupils of the school;
16. With the Administration Assistant, to oversee arrangements for any After School Clubs/Extended Schools activities;
17. To liaise with other school staff, contractors and outside agencies/organisations as appropriate;
18. To carry out any other administrative procedure, within the responsibility level of the post, as directed by the Headteachers or Business Manager.

**SUPPORTING THE SCHOOL**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.

2. Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.

3. Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.

4. Be aware of health and safety issues and act in accordance with the school’s Health and Safety Policy

**OTHER DUTIES**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

* Ensure that trust policies and procedures are implemented and followed;
* Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety

This job description may be amended at any time following discussion between the Head Teacher and member of staff and will be reviewed annually.

Staff signature:

Date:

**Shirley Infant and Juniors Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**