

Stebon Primary School

Administrative Officer Job Description



Salary grade: scale 5

Hours: 35 hours per week term time + 2 weeks

Contract type: permanent

Responsible to: The Office Manager

Main purpose:

- To provide high quality administrative support to the school so that the Headteacher and teaching staff can focus on teaching, learning and pupil progress

Duties and responsibilities

Administration:

- In the absence of the Office Manager, to be responsible for running a professional school office ensuring that procedures outlined in the Office Manual and Financial Code of Practice are employed by all staff
- To welcome visitors to the school in a polite, friendly and efficient manner, ensuring that they sign in, providing them with a visitor's badge and offering them refreshments.
- To deal with front line enquiries from staff, visitors, parents and pupils in person, by phone or e-mail politely and efficiently
- To oversee the administration of school meals

HR:

- To support the Headteacher and Trust HR Manager with day to day HR processes including:
 - Carry out pre-employment checks including processing DBS requests
 - updating the SCR
 - processing paperwork for leavers
 - put monthly payroll claims on the database and follow up queries relating to these
 - update staff absence databases for payroll and DfE

Data:

- To provide collated information from school databases as required and be responsible for data returns required by LBTH, the DfE and other external agencies
- To supervise the safe storage of staff and pupil records in compliance GDPR and transfer pupil records between schools including secondary transfer

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- To be responsible for maintaining pupil and staff databases including the medical register on RM Integrus and the contextual classroom monitor data
- To regularly update Free School Meals (Pupil Premium) records
- To transfer data from the attendance information onto the data tracker

Managing own performance and development:

- Participate fully in the school's performance management cycle
- Attend relevant training, sharing the knowledge and ideas gained with colleagues
- Demonstrate resilience and resourcefulness, anticipating and solving problems and identifying opportunities

General requirements:

- Work closely with the Office Manager, the Headteacher and The LETTA Trust's Central Operations Team
- Show commitment to the Trust, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Support the Trust's statutory policies, e.g. health and safety, disability discrimination act, equal opportunities
- To safeguard and promote the welfare of pupils and follow the child protection procedures adopted by the school. This may include supervising pupils who are unwell or providing basic first aid
- Undertake any professional duties commensurate with the grade of the post

Notes:

- This job description is illustrative of the general nature and level of responsibility of the work. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder

Headteacher or line manager's signature:

Date:

Post holder's signature:

Date: