

## JOB DESCRIPTION

<b>Job Title</b>
Administrative Officer
<b>Salary Range</b>
Grade D (7-10)
<b>Line Management Responsibility</b>
<b>Line Manager</b>
<b>Base Location</b>
School
<b>Purpose of Role</b>
<p>To provide financial, administrative and organisational support to the School.</p> <p>The role and work of the administrative officer involves dealing with sensitive and confidential information regarding staff and pupils. It is essential to maintain the highest level of confidentiality in relation to all school matters.</p> <p>Our School is committed to safeguarding and promoting the welfare of children All staff employed at our School must be dedicated to securing the safety and wellbeing of children.</p>
<b>Key Accountabilities</b>
<ul style="list-style-type: none"> <li>• Provide general administrative support across the school.</li> <li>• Handle incoming post, telephone calls and emails, passing on messages to intended recipients in a timely manner.</li> <li>• Be a welcoming first point of contact for all pupils, families/carers and visitors.</li> <li>• Input student data and assist with administering and where necessary update pupil attendance records.</li> <li>• Undertake typing and word processing including production of letters at the headteacher’s request</li> </ul>

- To use the databases and administrative systems, ensuring they are kept up to date and relevant information is disseminated to appropriate members of staff
- Undertake filing in accordance with the established systems as requested.
- Work within and maintain all school established administrative systems and procedures.
- Undertake data entry as required.
- Undertake photocopying and printing as required.
- Share the responsibility for first aid with the School's other first aiders.
- Ensure necessary permissions forms for every child are held and recorded and update as required.
- Provide a comprehensive and seamless administrative support service in order to ensure the smooth running of the school
- Maintain and update school information, records and databases, including Health & Safety issues and distribute communications in line with school processes.
- Maintain ParentPay and create any new services as required.
- Play a key role in writing and designing general school materials such as the newsletter.
- Maintenance of email and sibling distribution lists.
- Act as a personal assistant to the Head teacher by assisting the Head in responding to emails and letters in timely manner.
- Typing minutes as required.
- Monitor advertising, recruiting and selection processes.
- Ensure all new staff have an induction befitting their role and experience.
- Maintain SIMS as appropriate.
- Provide for collection of dinner monies directly and through Parent Pay or other cash collection service and that the completion of the dinner registers and monthly trading summary are completed appropriately.
- Provide information to parents on the Free School Meals service and process applications as required so that Pupil Premium allocations are maximised.
- Provide reports on financial commitments from the portal to the Head Teacher.
- Responsible for ensuring safeguarding checks are carried out for all staff, volunteers and other adults on the school premises.
- Being aware of and complying with policies and procedures relating to child protection health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person.

### Knowledge and Experience

- Educated to GCSE level or equivalent qualification or experience
- NVQ 2 or equivalent
- Experience of working in a busy office providing efficient general administrative and finance administration, including cash handling
- Experienced in using school IT systems such as SIMS and Excel (spreadsheets)
- Experience of using and maintain ICT hardware such as printers, faxes and photocopying machines.
- Experience of using financial management systems.
- Attend and participate in regular meetings
- Preferably experience of working within a School environment and as a result a knowledge of safeguarding practices, child protection procedures and the day to day running of a school.

### Personal Qualities

- Can recognise own strengths and areas of expertise and use these to advise and support others
- Have an awareness of and respect confidentiality and handling sensitive enquiries
- Organisational skills with the ability to set targets, meet deadlines, plan and prioritise workload.
- Can work from instruction, making some decisions involving the use of initiative, and to identify emerging problems and situations referring onto others as appropriate.
- Experience of working co-operatively with others to deliver successful outcomes for Plymouth CAST.
- Team player with a positive approach to dealing with issues.
- Excellent interpersonal skills that enable the post holder to remain calm under pressure and work efficiently to deadlines by prioritising workloads.
- Confident telephone manner
- Honest, friendly and open approach with high levels of integrity
- Tactful and discreet, with the ability to maintain confidentiality at all times
- Able to provide customer service in a professional manner

- A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church

#### Expected Outcomes

- Responsible for general clerical and administrative tasks, including ICT facilities, school reception, reprographics, records and photocopying, collating of reports and documents, typing and telephones.
- Ensure financial policies, procedures and regulations are strictly adhered to
- Responsible for and undertake the day to day financial processes including processing of orders, petty cash and payment through the CAST Bank account.
- Responsible for the payroll services for all School staff, including processing of claims for overtime.
- Responsible for the running of the Voluntary Unofficial Fund and reconcile monthly to bank statement.
- Maintain pupil records
- Responsible for admissions, administration and induction of new parents and pupils.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD.
- Always promote the School.
- Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff.
- Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time

**Data Protection**

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.