

**IQRA PRIMARY SCHOOL
JOB DESCRIPTION**

SENIOR OFFICE ADMINISTRATOR

Level 6 SCP 24-29

37 Hours Per Week - Term Time plus 5 INSET Days

ORGANISATION

Reporting to: Business Manager

Main duties will be as follows:

Lead the office team to ensure all office function and tasks are provided to required deadlines:

1. Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors ensuring Safeguarding principles are adhered to.
2. Assist with pupil welfare duties as and when necessary (i.e. telephoning parents/liasing with staff/sending out text messages).
3. Admissions:
 - Maintain in-year waiting list, liaising with the LA as necessary - ensuring that Iqra supplementary forms have been received and fully completed.
 - Fill vacant spaces as soon as possible, liaising with Headteacher (to agree the offers prior to communicating with parents), liaising with the Class Teacher, parents/carers as appropriate.
 - Deal with September new admissions, ensuring all necessary paperwork is in place, liaising with LA/Headteacher/Class Teachers as necessary.
 - In conjunction with EYFS Leader, co-ordinate home visits during the summer term for pupils due to start in September - ensuring teachers take all necessary forms to be completed with them on the visits.
 - Ensure parents receive all necessary information e.g. where to purchase items of uniform, timings of the school day, price and how to order school meals through Parent Pay (including registering for free school meals), term dates, etc.
 - Arrange any prospective parent visits to the school as agreed/directed by the Headteacher.
 - Update SIMs/Import CTF to reflect new admissions.
 - In conjunction with and as directed by the Chair of Governors/Headteacher, deal with any appeals, liaising with the LA as appropriate, arranging appeal meetings, including the attendance of a Clerk (raising any necessary orders).
4. GDPR Compliance:
 - Ensure GDPR permission forms are circulated to new parents and are received back.
 - Maintain register of GDPR parental consents, ensuring the information is passed to teaching staff as necessary.
5. Assisting with arrangements for visits by school nurse, etc., ensuring letters are sent out where necessary and staff are informed as appropriate.
6. Provide routine administrative support, e.g. making telephone calls, photocopying, filing, faxing, e-mailing, complete routine forms/returns as necessary, and answering administrative queries from members of staff.
7. Provide administrative support for events in school as directed by the Headteacher/SLT, e.g. parents evenings, book fayre, clubs, workshops etc.
8. Maintain manual and computerised records/management information systems including:
 - SIMS - inputting new children and keeping the database up to date ensuring all information is correct.
9. Undertake typing, word-processing and other IT based tasks including ensuring all letters are taken to the relevant classes each day.

10. Sort, date stamp and distribute mail including ensuring all outgoing post is taken to the post box/post office as required each day.
11. Undertake routine administration in conjunction with other members of the office staff, ensuring responsibilities are covered in the event of any absences:
 - Attendance - ensure registers are completed by staff.
 - Text Message Service - maintain and create new contact lists as appropriate.
 - School Meals/Parent Pay - including dealing with any enquiries from parents and ensure debt letters are sent out. If debts are of a significant level, send out letters on a weekly basis and report to the Business Manager as necessary. Ensure end of year processes are carried out on Parent Pay (appropriate training will be given).
 - School Trips
 - Census Returns as requested by the LA (undertaking training as necessary)
 - Maintain the school electronic diary ensuring it is updated accordingly.
 - Assessment Manager: As requested by the LA, ensure returns are completed within the requested deadline (undertaking training as necessary).
11. Carry out First Aid duties and cover the Medical Room if cover cannot be provided by other means (undertake training as necessary).
12. Any other duties as directed by Chair of Governors/Headteacher/Business Manager.

RESPONSIBILITIES

1. Be aware of and comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection (GDPR), reporting all concerns as appropriate.
2. Contribute and adhere to the overall ethos/work/aims of the school.
3. Appreciate and support the roles of other members of staff.
4. Attend and participate in relevant meetings as required.
5. Participate in training and other learning activities and performance development as required.

Safeguarding:

All staff have the responsibility to:

- Provide a safe environment in which children can learn.
- Promote and actively support the School/LA's responsibilities towards Safeguarding through the relevant policies and procedures.
- To identify children who may be in need of extra help, or who are suffering, or are likely to suffer, significant harm.
- To take appropriate action, working with other services as needed.

In addition to working with the Designated Safeguarding Lead, staff members should be aware that they may be asked to support social workers to take decisions about individual children.