

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Title: SCHOOL ADMINISTRATIVE OFFICER

Grade: Scale Scale 5

MAIN PURPOSE OF THE JOB:

Under the guidance of the School Business Manager and the Senior Leadership Team and working as part of the admin team you will be responsible for undertaking administrative, and organisational processes within the school and assist with the planning and development of support services.

ORGANISATION

- Deal with complex reception and visitor matters
- Contribute to the planning, development and organisation of support service systems, procedures and policies
- Assist in the organization and catering of school events etc.
- Provide lunchtime reception cover
- Along with other members of admin be willing to provide after school reception cover for parents' evenings on at least one occasion per year.
- Provide four weeks of holiday cover for pupil holiday clubs as contracted

ADMINISTRATION

- Manage manual and computerised record/information systems (SIMs) especially with regard to the upkeep and maintenance of pupil data
- Manage all administrative aspects related to the Annual review Process which is a vital process in determining funding and future placement of pupils in schools. This will include co-ordinating and facilitating the flow of documents between the school, parents and teachers as per the AR schedule and will include providing draft reviews to parents, setting up AR meetings as per the schedule, sending out and following up appointment letters to parents, logging appointments on the appropriate calendar and booking rooms.
- Be the point of liaison between the school and outside agencies such as other local authorities, the SEN department social workers and interpreters to facilitate the smooth running of the AR process.
- Manage the admission process for new pupils. Act as the first point of contact for new parents ensuring all relevant documentation and contact information is supplied, that parents are fully aware of school procedures such as home school agreements, privacy agreements and photo and

medication consent and liaise with previous schools to ensure all relevant documentation relating to a previous pupil is provided to the school.

- Play an active role in Health & Safety procedures including pupil medication and care plan tracking and the monitoring and maintenance of the pupil medication spreadsheet.
- Liaise with the nursing department at Childrens' Services to book in and organise annual pupil vaccinations.
- Liaise with Occupational Health to book in and organise necessary staff vaccinations and co-ordinate the appointments within the school.
- Be responsible for pupil and staff accident reporting and RIDDORs online
- Along with the School Business manager provide Health & safety inductions to new staff.
- Provide administrative support to the School Business Manager as required.
- Undertake any typing, word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Provide administrative and organisational support to the Governing Body if required

RESOURCES

- Operate relevant equipment/complex ICT packages
- Monitor, manage stock and be responsible for ordering teaching and learning consumables within an agreed budget. Monitor stationery mailbox to ensure supplies distributed internally as per email requests.
- Monitor, manage stock and be responsible for ordering first aid and PPE supplies and ensure supplies distributed internally as per email requests
- Provide advice and guidance to staff, pupils and others
- Undertake research and obtain information to inform decisions
- Assist with marketing and promotion of the school
- Participate in the administration of facilities including use of school premises

RESPONSIBILITIES

- Comply with and assist with the development of policies and procedures relating to health and safety, safeguarding of pupils, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support diversity and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals as necessary
- Attend and participate in meetings as required
- Participate in training and other learning activities and performance development as required

- Recognise own strengths and areas of expertise and use these to advise and support others
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

LONDON BOROUGH OF LEWISHAM

PERSON SPECIFICATION

**Title: ADMINISTRATION & ORGANISATION
(School Administrative Officer)**

Grade: Scale: SCN5

Reports to: School Business Manager

EXPERIENCE (Essential Requirements)

Experience of development, management and operation of administrative systems

QUALIFICATIONS/TRAINING (Essential Requirements)

NVQ 3 or equivalent qualification or experience in relevant discipline
Very good numeracy/literacy skills

KNOWLEDGE/SKILLS (Essential Requirements)

Effective use of ICT and other specialist equipment/resources
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
Very good ICT skills
Ability to relate well to children and adults
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
Ability to self-evaluate learning needs and actively seek learning opportunities
Ability to organise, lead and motivate staff

Ability to review office systems

CIRCUMSTANCES

The person undertaking this post must have a current enhanced DBS. If a candidate does not have this status then they will be required to complete an application only if recruited to this post.

EQUAL OPPORTUNITIES

Understanding of and commitment to the Council's/School's equal opportunities policies.

PHYSICAL

Generally must meet London Borough of Lewisham requirements for the post.