

Job Profile

Job title:	Pupil Records Admin Assistant 15 hours per week, 39 weeks per year, 9.30am to 2.30pm on Monday, Wednesday and Friday.
Grade:	APTC Scale 3
School:	Corbets Tey School
Reports to:	Office Manager
Staff managed (if any)	N/A

Job purpose and context

An Administrative Officer is a member of the school support staff, one of a team responsible for making sure that the efficient and effective organisation and administration of school processes, procedures and policies delivers the best possible service to all stakeholders. The Receptionist, Pupil Records Admin Assistant is often a first point of contact and is, therefore, expected to demonstrate exemplary customer service to both internal and external customers and be able to resolve problems and complaints in a sensitive manner.

Roles and responsibilities

1. To help and support the Systems & Business Manager, Administrative Assistants and Officers to do their jobs efficiently and effectively
2. To provide an effective and efficient customer service through communication, the provision of services and dealing with and resolving enquiries, problems and complaints
3. To assist in the management and coordination of school administration and organisational services.
4. To manage the start of year/end of year processes on SIMS including creating the pastoral structure, academic calendar and entering and admitting new intake of pupils.
5. To administrate and organise EHCP and Annual Review processes ensuring that teachers meet deadlines, inviting appropriate professionals and liaising with the LA with regard to legal compliance.
6. To administer all pupil information and data on SIMS including census data for LA/PLASC.
7. To ensure all required returns are submitted to the LA and DfE as required.
8. To liaise with external providers to ensure the smooth organization of e.g. Medicals/dentist visits, School transport, appointments with other professionals etc.
9. To maintain up to date lists and paperwork regarding pupil medication and care plans ensuring that appropriate permission is obtained for administration of all medication on school site and that all practice complies with the procedures within the school's Administration and Storage of Medication Policy
10. Create and maintain all aspects of physical and electronic pupil files and information

11. To ensure that all leavers files are scanned and retained for the correct timescales according to the Data Protection Act and copies are forwarded to the pupils destination school/college in physical and/or electronic format.
12. To keep the information contained in the pupil information booklet template up to date and ensure that parents/carers have completed this before a new pupil starts at the school.
13. To ensure that all new information regarding each pupil and class groups is communicated regularly to class staff and to catering staff (medical needs, allergies, medication, etc.)
14. To ensure all new pupils information is set-up and entered on SIMS and follow-up and receive CTF pupil files from other schools.
15. To organise and ensure the smooth running of large scale events (Leavers Prom, Leavers Reunions, etc)
16. To assist the Headteacher in all aspects of correspondence and communication
17. To design, create and print out complex documents using a computer
18. To design, create, produce and print out presentations, learning materials, newsletters and so forth for the use of the school, using a computer
19. To contribute to the organisation and arrangement of events – which may include (but not exclusively) training courses, meetings of the governors, school assemblies, festivals and concerts – by arranging venues, organising resources, arranging attendance and coordinating the contributions of other school staff
20. To use computerised management information systems and/or paper based filing systems to enter, record and retrieve data, supply information in response to requests and make reports and returns required by a variety of different sources. (Examples might be, the use of STAR (the staff, teacher, academic database) or the SIMS package used for attendance).
21. To use, develop and maintain accurate and up-to-date school databases to retrieve, enter, extract and output information
22. To use the appropriate spreadsheet, software to retrieve and enter data, create and update files and produce and output spreadsheets
23. To find, locate, select, analyse and prepare information to support school accountability and decision making
24. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
25. To take appropriate action to monitor and maintain a healthy, safe, secure, efficient and effective working environment.
26. To complete school based induction and any subsequent training, for example, modules leading to the ECDL certification in ICT, required to improve performance.
27. To take part in the school performance management system.

Notes:

The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

1. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
2. This is a new job profile for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

Signed:		Date:	
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Signed		Date:	
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Headteacher

London Borough of Havering

**Administrative Assistant
Person Specification**

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work independently and manage and supervise the work of the team	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults and children and young people	✓		Application & interview
Awareness of sensitive information and the need for confidentiality	✓		Interview
Ability to follow directions given by the senior leadership team	✓		Interview
Ability to manage and coordinate administrative services	✓		Application & interview
Ability to communicate confidently with people at all levels	✓		Application & interview
Ability to present a professional image to the school	✓		Application & interview
Knowledge and understanding	Essential	Desirable	Assessed by
An understanding of the importance of accurate record keeping and systems that keep vulnerable children and young people safe	✓		Interview
An understanding of health, safety and security issues in schools	✓		Interview
An understanding of safeguarding issues in schools	✓		Interview
An understanding of school office systems, procedures and policies	✓		Application & interview
A willingness to become conversant with and apply the policies and procedures of the school	✓		Application & interview
Qualifications and experience	Essential	Desirable	Assessed by
A high level of IT skills to support the use of complex spreadsheet and word processing tasks	✓		Application & interview
GCSE at level A – C in English and mathematics (or equivalent)	✓		Application & interview
Two years relevant experience in administration and organisation	✓		Application & interview
Experience in the SIMS computerised package used in schools		✓	Application
Willingness and motivation to develop own skills and proficiency	✓		Application & interview