

## Job Description: Office Lead

<b>Reports to:</b>	School Business Manager
<b>Salary:</b>	Ark Support Staff Scale 6 point 8 - 13 £28,998 £31,344
<b>Hours:</b>	8am – 4.30 pm, 40 hours a week, 41 weeks a year

### The Role

- Establish and maintain efficient administrative systems and processes to support the effective running of the school
- Provide general clerical and administrative support for the school
- Maintain manual and computerised records and management information systems, producing accurate lists or data as required by colleagues or compliance bodies
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and professionalism
- Maintain stationery and photocopier paper supplies, manage stock cupboard and distribute as required
- Provide cover for the reception desk as necessary
- Be first point of contact for first aid and be responsible for maintaining first aid resources, assist with student welfare and liaise with parents where necessary. Share ethos and culture of excellence as face of the school, comprehensive administrative and organisational support to the primary school.
- To be a point of contact for visitors and parents providing a warm and professional service. To be willing to undertake additional responsibility as necessary.

### Key Responsibilities

- To assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents
- To ensure Bromcom is up to date for statistical returns of information, e.g. Pupil Census, Language and Attendance data, to the Education Department and the DFE.
- To create passwords and security levels for staff in Bromcom, be responsible for updating all pupil information
- To provide general clerical, administrative support e.g. photocopying, filing, emailing, completion of standard forms, respond to routine correspondence, letters to parents, processing orders, etc.
- To maintain manual and computerised records and management information systems. This will include the input of pupil data daily and maintaining pupil records and lunch monies
- To ensure that internal and external perceptions of the academy are managed and protected within favourable boundaries, maintaining confidentiality wherever appropriate. The post holder will need to liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- To liaise with the site manager to ensure health and safety protocols are followed and maintained
- To manage photocopier supplies and repairs
- To operate collection of monies relating to school meals and forward these to Finance daily
- To complete primary attendance including first day phone calls

- Report any hazards and/or defects to the School Business Manager
- To ensure events, assemblies and meetings are catered for with regards to refreshments.
- Production and distribution of the weekly newsletter, via email and upload onto website
- Production of school letters and publications
- The post holder may be required to undertake other duties that are commensurate to the post holders abilities and position.
- To be a first aider and to be responsible for medical resources

### **Other**

- To undertake training and development relevant to the post and in line with the Academy's developing profile
- To be a first aider
- To undertake any task as directed by the Principal or Business Manager

### **Attendance**

- To be responsible for Attendance.
- To ensure Registers and marked correctly and adhere to the DFE regulations on Pupil Registration.
- To ensure records and systems are kept up-to-date and measures are used to safeguard personal information relating to students in accordance with statutory and other requirements.
- To be responsible for the day-to-day management of pupil attendance.
- To establish a workable system of 'first day contact' within the school.
- To contact all absent pupils on a daily basis.
- To collate, maintain and update attendance data.
- To liaise with the designated Child Protection teachers and inform them of any attendance issues.
- Maintain accurate student attendance and lateness records on Bromcom on a daily basis.
- To record notes on Hansam pupil records regarding illness/medical.

### **Finance**

- To be responsible for iPayment.
- To send letters to parents who are in debt at the end of the week.
- To give daily meal numbers to the Kitchen staff.
- To set up weekly meal patterns on iPayment for children.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

# Person Specification: Office Lead

## Qualification Criteria

- Right to work in UK
- Maths and English GCSE at grade C or above
- Relevant qualifications in office administration and IT applications desirable.

## Personal characteristics

- Helpful and positive nature, calm and caring
- Attention to detail
- Highly skilled and adaptable 'people skills'
- Understands the importance of confidentiality and discretion
- Able to follow instructions accurately but make good judgments and lead when required
- Keen to learn and develop own skills.

## Specific skills

- Excellent administrative and organisational skills
- Excellent literacy and communication skills, including written and oral
- Good numeracy skills
- Highly competent computer skills, in particular using Microsoft Office
- Willingness and ability to learn and operate new IT systems and databases
- Ability to prioritise workload and meet deadlines
- Ability to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understands the importance of confidentiality and discretion

## Experience

- Experience of running effective administrative and school clerical systems desirable (e.g. Bromcom )

## Other

- Vision aligned with Ark Swift's high aspirations and high expectations of self and others
- Genuine passion and a belief in the potential of every pupil
- Commitment to the safeguarding and welfare of all pupils.
- This post is subject to an enhanced DBS check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*