**Role:** Administration Officer
Part-time and term-time only – temporary with potential to be made permanent
Monday-Friday (9.30-1.30) 20 hours per week

**Responsible for:** Providing an efficient administration service within school.

**Responsible to:** Business Manager

**Purpose of Role:** To work as part of a team ensuring the school office runs efficiently, whilst maintaining a friendly and professional service to the community, colleagues and governors.

To be committed to delivering a quality administrative and financial support service in line with the ethos and vision of our Trust.

To role model high standards, as the first point of contact for most visitors and enquiries to the school.

**Main Areas of Responsibility and Tasks:**

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| * General administration duties, such as preparing letters and communications to parents.
* Ensuring that all visitors are welcomed in a polite and professional manner, maintaining full compliance with the Visitors/Contractors On-Site Checks.
* Ensure that Keeping Children Safe in Education statutory guidance underpins all interaction with visitors, contractors and agency staff on site.
* Main school e-mail management and responding where appropriate.
* Ensure dinners are ordered for all children and reporting any change to Catering Manager.
* Maintain the Free Schools Meals lists and records, providing support for parents when needed to apply.
* Maintain the School Milk records - including ordering and submitting milk returns as and when required.
* SIMs and SchoolComms pupil data entry and maintenance.
* Report collation and information gathering, general administration, business analysis and any other duties as required by school management e.g. databases/spreadsheets.
* Raise orders, input goods received notes and purchase invoices for payment on PSF system.
* Provide an accurate and confidential administrative service, including typing of correspondence, spreadsheets and presentations.
* Dealing with incoming and outgoing correspondence including post, emails and communication systems such as SchoolComms and Dojo.
* Ability to produce precedent letters from basic information.
* Assist in making new ideas and initiatives work by working with parents and staff to promote change.
* Daily use and updates of excel, word, outlook and SIMS.
* Ensure the office and entrance area is well presented, tidy and organised.
* Undertake administrative and financial tasks including chasing outstanding monies, raising invoices where appropriate and chasing outstanding monies where appropriate.
* Cover other admin functions when needed during sickness or training absences.
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