

## Job Description

Job Title: **Admin Officer  
(With Reception and First Aid Duties)**

Grade / Salary: Scale 4 (Spinal Point 7-10)  
(36 Hours per week - 40 Weeks per Annum)

---

**Line Manager:** Administrative Team Leader

### Main Objectives

As a member of the Administrative Team:

- To support the Co-Headteachers in implementing the School Improvement Plan
- To be an effective first point of contact for visitors and callers to the school
- Provide an effective and efficient administrative and secretarial support to the school
- Provide first aid and care for students
- To ensure an efficient and cost effective quality service within the framework set by the Co-Heads and Governing Body

### Main Duties:

#### Reception

As directed by the Administrative Team Leader:

- Undertake the reception of visitors and callers to the school, in line with safeguarding procedures, welcoming them and assisting with their queries
- Provide all parents/carers, students and visitors to the school with relevant support and information on all aspects pertaining to the life of the school
- Answer the telephone, deal directly with queries, take messages and direct calls appropriately and effectively
- Checking the office voicemails for messages about Staff, Students, important information to be passed on to SLT
- Overseeing the Visitors mailbox, monitoring all office notifications, liaising with Gate Security in line with safeguarding procedures, reserving car parking, booking in visitors and issuing Visitor badges, checking meeting room bookings
- Ensuring all contractors on site have signed in the Red Contractor book and radioing site staff of their arrival
- Ensure that all students leaving the school have the correct permission and sign out, or indicate when ill, and that the procedures for contacting parents/carers have been followed before the student leaves
- Collate and distribute incoming mail and messages and process outgoing communication as required
- Assist with the opening, distribution or actioning, as appropriate, of all centralised email messages sent to the school

- Take receipt of deliveries and advise recipients of same, ensuring that the reception area and foyer are kept clear
- Assist with all internal and external post, franking, sorting and distribution between North and South Wing offices
- Be the contact point for lost property and, where possible, for return of named property to owners or disposal, if necessary

## **Administration**

As directed by the Administrative Team Leader:

- Provide high quality administrative support to management and teaching staff utilising available technology, ensuring that all work is completed on schedule
- Assist with the production and updating of school documents, publications and handbooks under the supervision of the appropriate member of senior staff
- Assist with the effective and efficient operation and management of the school's computerised central management information system, inputting all relevant data and ensuring that all aspects of the system are maintained and kept up-to-date
- Constantly review procedures and environments to maximise efficiencies
- Generate school management information and reports as required by the Co-Heads, Governing Body, Haringey's Children's Service (Local Authority) and the Department for Education (DfE) etc.
- Assist with the upkeep of the school website and the school's managed learning environment (MLE) in times of absence/busy periods
- Assist in the production and collation of start of term packs for staff at the beginning of the academic year
- Maintain duplicating and photocopying equipment and produce duplicated work, as required
- Organise and maintain the internal staff billing system for personal postage, ensuring prompt payment, accurate record-keeping and safe storage of monies
- Maintain efficient and effective office management and filing systems
- Provide all parents/carers, students and visitors to the school with relevant support and information on all aspects pertaining to the life of the school.
- Answer the telephone, deal directly with queries, take messages and direct calls appropriately and effectively
- Ensure that all students leaving the school have the correct permission and sign out, or indicate when ill and that the procedures for contacting parents/carers have been followed before the student leaves
- Collate and distribute incoming mail and messages and process outgoing communication as required
- Assist with the opening and distribution or actioning, as appropriate, of all centralised e-mail messages sent to the school
- Take receipt of deliveries and advise recipients of same, ensuring that the reception area and foyer are kept clear
- Assist in the senior staff referral system, ensuring duty rota staff collect and return mobile phones
- Assist with all of the internal and external post
- Ensure that the school's inventory is maintained
- Research, prepare and collate data in relation to statistical returns and analytical reports, as required
- Provide high quality administrative support to the Administrative Team Leader and other school staff, as required

- Undertake such attendance work as may be required within the department, including ParentMail and text messaging
- Undertake such work, as necessary, in respect of free school meals in the absence of the Administrative Officer, to ensure the efficient operation of the free school meals and cashless catering provision
- Recognise and respect the need for absolute confidentiality in relation to work content
- Promote the image of the school at all times.

### **Welfare/First Aid**

To assist the general physical welfare of students, (to provide cover during lunch times, team absences and busy periods) including:

- Provide first aid and treat injuries of any student, school staff member or visitor
- Complete and process accident/incident report forms and other relevant documentation, as required
- Assist in making arrangements for sick or injured student, school staff member or visitor to be taken to hospital or home as appropriate, accompanying them if required and liaise with parents/carers and other relevant persons
- Console pupils who are upset. Resolve any problems where possible or refer to the appropriate Welfare Officers or other relevant person
- Maintain and upkeep school reception first aid supplies, ensuring that they comply with Local Authority or other health and safety regulations
- Liaise with the appointed Welfare Officers to ensure the comprehensive provision of first aid and documentation of accidents/incidents
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Have a full working knowledge of relevant policies/codes of practice/legislation

### **Other Duties**

- Undertake all duties as required consistent with the objectives and/or duties of the post as delegated by Administrative Team Leader
- Undertake training and development relevant to the post and in line with the school's developing profile
- To participate in reciprocal skill transfer as part of the on-going development of a flexible team
- Assist with the induction of new members of the administrative staff
- Support your line manager and colleagues as required, covering where necessary
- Perform any other duties necessary to aid the growth and development of the post
- Ensure health and safety procedures are implemented in all areas of work responsibility
- Implement the Local Authority's and Governing Body's Equal Opportunities Policy in all aspects of the work and duties associated with this post.
- Support the school's commitment to safeguarding and promoting the welfare of children in school
- Be aware of and comply with all relevant Local Authority and legislative requirements
- Undertake specific projects or other temporary duties consistent with the basic objectives of the post as required from time to time

- Provide administrative support in respect of the whole-school Behaviour programme, under the direction of the Assistant Head or appropriate member of senior staff, as required

This job description should not be viewed as a prescriptive document but as an outline of the duties of the post. The job description is subject to review and change after consultation and agreement with the post holder.

(May 2022)

Signed: ..... Dated: .....