

Job Description: Administrative Officer

Bishopswood is a special school based in Sonning Common, South Oxfordshire (Berkshire border), and is part of the Propeller Academy Trust. We provide specialist education for children aged 2 — 16 years with severe (SLD) or profound and multiple learning difficulties (PMLD) and complex needs, including those children with ASD. The school is part of The Propeller Academy Trust.

General administration

- Update manual and computerised record/management information systems (MIS), incl student and staff HR & absence records, class lists and internal phone listings
- Update and maintain the school calendar/diary
- Manage the school diary for prospective parent/carer tours
- Update and maintain the school website, ensuring statutory compliance
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Manage and organise completed forms from parents
- Organise and distribute incoming and outgoing post
- Provide administrative support to SLT and staff as needed
- Book training courses for all staff
- Maintain training records for school staff, incl medical on the school's various MIS
- Order, monitor and manage stock, ensuring best value following the Trust's purchasing processes
- Process orders for resources on behalf of school staff in line with the Trust's purchasing procedures
- Carry out filing, printing, and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Assist with organising school-based medical appointments and clinics, including the organisation of rooms
- Assist in the organisation of school trips in cooperation with other staff. This includes ensuring that staff and external providers (e.g., coach companies) have completed all associated risk assessments
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Work with the external contractor to manage, administer, and reconcile the school dinner provision; provide daily school dinner numbers in line with the service level agreement

(SLA), review and agree menus each term, administer free school meals, send invoices, and reconcile payments within the school's MIS

- Provide administrative support to the EHCP process; collating, updating, and maintaining student records, whilst ensuring that the schools' legal obligations are met in relation to timescales
- Provide administrative support to the Local Authority consultation process; collating and processing requests on behalf of the Headteacher
- Maintain the schools Single Central Record (SCR) in line with Statutory guidance
- Completion of returns for the relevant local authority and DfE as required by the Headteacher
- Support for the school community, parents, staff and carers with training on learner evidence and assessment software

Attendance administration

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed
- Transfer staff absence information into the school's MIS daily

Reception

- Act as the first point of contact for parents and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where it is necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff and pupils with the information and support they need

Security

- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes, and notifying them of safeguarding and safety procedures
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures

Written communication

- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g., letters, newsletters, social media posts etc.) to parents, staff, and other stakeholders
- Assist with marketing and promoting the school

Finance

- Collect, record and issue receipts for payments from parents
- Carry out financial administration in line with the Trust's procedures

HR

- Support SLT/HR with the recruitment process up to conditional offer stage, processing applications, arranging interviews, and carrying out online searches, in line with the Trust's Safer Recruitment Policy

Safeguarding

- The school Administration Officer will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Other areas of responsibility

- Read and follow the relevant Trust and school policies
- Undertaking training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the Trust's health and safety policy
- Support with fire/evacuation checks and procedures in line with Trust's policies

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the

necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<p>As a minimum.</p> <ul style="list-style-type: none"> • GCSEs including English and Maths at grade C (or equivalent) or above • Workplace first aid training (or willingness to complete it soon after employment commences) • Safer recruitment training (or wiliness to complete it soon after employment commences)
Experience	<ul style="list-style-type: none"> • A minimum of 2 years' experience of working within an administrative function (Essential) • Competent user of MS 365 packages, particularly Outlook, Word, and Excel • Dealing with face-to-face and telephone interactions (Essential) • Working with children or young people (Desirable) • Working and collaborating within a team (Essential)
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including word processing, spreadsheets and presentation software • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Understanding of data protection and confidentiality • Understanding of safeguarding

Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively
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Last review date: June 2024

Next review date: June 2025

Headteacher/line manager's signature:

Date: