

JOB DESCRIPTION



School Administrative Officer (Pupils)

Main purpose of job:

To maintain pupil records and provide support for senior staff in relation to students' services and administration.

Duties

Student Records

1. To be responsible for the management of current pupil record systems and the archiving of files of pupils that have left.
2. Developing and maintaining the SIMS database on pupil information and producing reports as and when required.
3. To maintain records of pupil attendance and preparing statistical returns for the Headteacher, Safeguarding Officers, Education Welfare Officer, Governors and the DFES.
4. To maintain records of school and off-site college attendance and produce reports as required.
5. To produce termly School Census and upload to Wandsworth Borough Council.

Student Support

6. Responsible for the collection and recording of payments for school journeys, after school clubs etc.
7. Responsible for the ordering and sale of the school uniform.
8. Responsible for the school meal records, the logging of all payments received and the authorisation of free school meals. To be responsible for the preparation of termly statistics for WBC.
9. Responsible for organising changes to transport for non-independent pupils to and from school.
10. In liaison with School Nurse and Senior Leaders, arrange immunisations, details checks, eye tests etc.
11. To support senior staff in the organisation of the induction programmes for students.
12. To support senior staff with student transition arrangements.

6th Form and College Liaison

13. Act as 6th form admin officer supporting the Head of 6th Form in collating information about off-site college timetables and students' link courses.
14. To liaise with the school and Deaf First department members of staff on matters relating to student attendance, timetables, additional support staff and travel, including daily changes to the scheduled arrangements.
15. To assist students with any enquiries on a daily basis including support and travel arrangements if needed.
16. To assist teachers in the organisation of Work Experience, Careers and Citizenship events.

General School Admin

17. Provide general clerical and administrative support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
18. Assist with pupil first aid and welfare duties, looking after sick pupils, liaising with parents/staff etc.
19. Use specialist skills to undertake the administration of medical procedures following training.
20. Operate relevant equipment and ICT packages (e.g. word, excel, databases, Internet).
21. To cover reception duties as required, dealing with telephone enquiries and taking action on own initiative as necessary.
22. Sort and hand out post, frank outgoing mail and ensure that all post is taken to the post box / office as and when required.
23. To take and produce minutes of meetings as directed.
24. To assist with the preparation of trips, visits, events, parent evenings, prize giving, exhibitions and functions.
25. General office duties: stock ordering, photocopying, filing and dealing with incoming and outgoing mail.

Other Duties

26. Undertake any other such reasonable duties as directed to support senior leaders with tasks they may reasonably require from time to time.
27. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
28. Be aware of and support differences and ensure equal opportunities for all.
29. Contribute to the overall ethos, work and aims of the school.
30. Appreciate and support the role of other professionals.
31. Attend and participate in relevant meetings as required.
32. Participate in training, other learning activities and performance development as required for your own development and to embrace the special character of a school for pupils who are D/deaf and those with speech language and communication needs.
33. Be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and "Keeping Children Safe in Education" (2018) in relation to child protection and safeguarding children and young people as this applies to your role within the organisation.
34. Ensure that your line manager and the Designated Safeguarding Lead are made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.

PERSON SPECIFICATION

EXPERIENCE

- Working in a school Office.
- Input and maintenance of pupil records in SIMS.
- Producing and developing SIMS reports.
- Formatting information into Word documents.
- Analysing data using Excel.
- School Census returns.
- Minute taking.

QUALIFICATIONS

- Certificate in School Administration or equivalent qualification or experience in relevant discipline.
- Good GSCE grades in Maths and English.

KNOWLEDGE AND SKILLS

- Proficient in the use of SIMS system.
- Good IT skills including Excel, Word, PowerPoint.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Ability to prioritise.
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to develop equal opportunities and inclusion for all pupils
- Ability to work to deadlines.
- You must have discretion and confidentiality when dealing with confidential information.
- Be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and "Keeping Children Safe in Education" (2018) in relation to child protection and safeguarding children and young people as this applies to this role within the organisation.