



Make a difference to  
the lives of children  
and young people  
every day

## School Administration Officer

### Job Description and Person Specification

# Job Description

## Purpose of the post

- To be responsible for the provision of an effective administration service to ensure the efficient functioning of the School.

## Main Responsibilities

- To provide a first point of contact for all visitors and callers to the school, responding to enquiries or referring to the appropriate member(s) of staff
- To maintain an appropriate messaging system for staff and manage the school diary
- To deal with and distribute all incoming post and email enquiries
- To maintain accurate systems for pupil & staff registration & emergency records and ensure records are up to date (to ensure that paper and electronic files are kept up to date)
- To ensure the MIS system (Bromcom) is appropriately followed for class registration and assist Teachers where they may need guidance on taking registration
- To ensure accurate electronic pupil information is kept on Bromcom and report on pupil absence
- To administer payments, receive income, safely store & keep accurate records of daily cash / petty cash / dinner money / pocket money transactions
- To maintain general & children files following good practice guidelines & keeping confidentially in mind at all times
- To input & provide pupil achievement and other pupil data as required
- To provide administrative support to the school's Annual Review process as directed by the Headteacher and Assistant Headteachers
- To undertake administrative and secretarial duties on behalf of the Headteacher and Assistant Headteachers
- To arrange appointments and liaise with staff, parents and other parties on behalf of the Headteacher and Assistant Headteachers
- To undertake training as required in order to fulfil roles & responsibilities
- To manage the ordering of school lunches and inform kitchen staff
- To maintain accurate records (and report these) on free school meals
- To ensure Census data is collected and submitted to Business Support Officer when requested
- To keep payroll notifications up to date and submit to Business Support Officer on a monthly basis
- To add and remove pupils to and from the school roll as appropriate
- Undertake additional projects as and when required incl. development of new business opportunities
- Ensure all MIS systems and the sickness insurance portal are kept up to date with staff sickness and absence records
- Assist the Headteacher with paperwork for Return to Work meetings for staff members who have been off sick
- Ensure the finance system is kept up to date and ensure to have requisitions completed in a timely manner
- Distribute and monitor orders as required
- To be first aid trained and be a named first aider
- To be the School's GDPR champion
- To carry out other duties as may be directed by the Headteacher for the efficient running of the school's administrative systems
- This role will report be line managed by the Headteacher





# Person Specification

## Professional qualities and skills

- A Level qualifications.
- Excellent personal interaction and communication skills, both on the phone and in person.
- Excellent organisational and time management skills.
- Evidence of the personal and leadership qualities required to set an example to others.
- A commitment to providing a responsive and supportive service and a willingness to constantly seek and embrace ways of improving the service.
- Ability to maintain accurate records of basic, petty cash payments, school dinner money, pocket money for students.
- Competent ICT skills, including a good understanding of ICT systems and the ability to develop them. Advanced knowledge of the Microsoft package to include Word, Excel and Outlook etc.
- Understanding of GDPR processes and procedures.
- Experience and advanced knowledge of Schools MIS system, working knowledge of Bromcom would be advantageous.
- Ensure appropriate levels of confidentiality and discretion.
- Excellent attention to detail.
- Understanding of good management practices and the policies and systems to support them.
- Highly organised and able to prioritise tasks and follow through to completion whilst able to continue thriving under pressure.

## Personal qualities

- Evidence of good interpersonal skills and the ability to work as member of a team and develop and maintain good relations with all members of the school community. To work co-operatively with the staff of the Local Education Authority and relevant agencies as required.
- Evidence of the ability to communicate clearly and concisely both orally and in writing.
- Evidence of an understanding and commitment to Equal Opportunities both in service delivery and employment, and an understanding of its effective operation within a school.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Punctuality and flexibility.
- High levels of commitment and loyalty towards the School, students, colleagues and workload.
- Ability to work effectively and skilfully within a team as well as individually with minimal supervision together with sound professional judgment on effectively using initiative.





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