



JOHN BRAMSTON PRIMARY SCHOOL

JOB DESCRIPTION – ADMIN AND ORGANISATION

Data Administrative Assistant

LEVEL 3 + - Under the instruction/guidance of the School Business Manager: be responsible for undertaking administrative, financial, organisational processes within the school on behalf of the Headteacher and the Senior Leadership Team.

TASKS

Organisation

- Deal with complex reception/visitor situations e.g. parents and pupils, undertaking necessary safeguarding checks with visitors.
- Assist with pupil first aid/welfare duties, looking after unwell pupils, liaising with parents and staff, and ensuring accurate records are maintained.
- Contribute to the planning, development and organisation of support service and systems/procedures/policies
- Prioritise your own workload, and that of others within the admin team to enable the school office to run as smoothly as possible.
- Support Lunchtime Welfare arrangements.

Administration

- Manage manual and computerised record/information systems including detailed IT analysis.
- Analyse and evaluate data/information and produce reports/information/data as required
- Undertake typing and word-processing and complex IT based tasks
- Provide personal, administrative and organisational support to other staff
- Undertake administration of complex procedures
- Complete and submit complex forms, returns etc., including those to outside agencies e.g. DfES, LBR

Resources

- Operate relevant equipment/complex ICT packages
- Provide advice and guidance to staff, pupils and others regarding the use of management information systems.
- Undertake research and obtain information to inform decisions
- Assist with marketing and promotion of the school and nursery

RESPONSIBILITIES

Admissions

- To be responsible for all new admissions to the school, arranging admission meetings and all necessary paperwork and liaison with external LA services.
- Liaising with all staff regarding parent meetings and home visits when appropriate.
- Updating school roll numbers to the Headteacher and LA on a timely basis.
- To co-ordinate the nursery and reception intake, in conjunction with the EYFS team.

Attendance

- Maintaining the School's attendance data including managing the electronic registration process, producing absence reports and summaries of attendance as directed by the Headteacher, SLT and

CP team. To be responsible for the accurate recording of the late arrival and collection of children, liaising with parents and ensuring the SLT and Headteacher are aware of issues.

- Liaising with and assisting the Education Welfare Service on all relevant issues regarding attendance, attending parent meeting where necessary and preparing fixed penalty notices.
- To attend strategic meetings and regularly feedback/update the CP Team, as appropriate.

Data Management

- To input data and maintain the school pupil database Integris/Arbor, generate and submit reports including census, pupil assessment and ad hoc registers to senior staff, LA departments and outside agencies.
- To undertake rollover of the pupil data, and associated systems.
- To support the transfer of year 6 children to secondary school, promptly liaising with the LA, secondary schools and the school's CP team, ensuring all relevant records are forwarded and managing the electronic transfer of data.

Financial

- To be responsible for the administration of the School Fund, including producing monthly reconciliations, termly reports for governors and preparing/organising the yearly audit of accounts.
- To prepare and bank all relevant income, and keep accurate records, and liaise with staff regarding fundraising events.
- To assist the School Business Manager with preparation of finance invoicing and other reports, liaising with suppliers and contractors regarding accounts and payments using Arbor finance software.

Generic

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality, data protection and whistleblowing, reporting all concerns to an appropriate person and other directed HR tasks.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- With support of the School Business Manager undertake office management responsibilities, including assisting with performance management and Health & Safety duties
- Follow up and complete any other Adhoc duties as directed by the Headteacher, within the grading level of the post.

Team Support Responsibilities

1. To oversee the Integris system management in the absence of the School Business Manager.
2. Manage the process around school trips, managing travel arrangements, working out costings and relevant permissions. Ensuring school procedures have been adhered to with regard to in school activities and events.
3. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder or as directed by the Headteacher.

We are a Rights Respecting School

And we expect every staff member to uphold the Rights listed in the UNICEF Articles.