



Hughenden Primary School

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ADVERT FOR SCHOOL ADMIN OFFICER AND PERSON SPECIFICATION

**Required start: immediate or asap
8.30-4.30pm, 5 days a week term time only**

Salary R21b £15,084-£17,768 pro-rata depending on experience

We are seeking to appoint an efficient School Admin Officer to assist the Office Manager and School Administrator with the administration of the school. You will need to be able to work as part of a team and be flexible in your approach adjusting to the needs of the school. Good IT skills are essential and experience of Microsoft 2010 and SIMS computer systems would be an advantage, although training can be provided with our IT provider, Turn IT On. The successful candidate will be the first point of contact in the front office so excellent interpersonal skills and a pleasant phone manner are essential.

You will work in a friendly, bright and comfortable environment and are welcome to visit and see us in action! Working in a school with children always requires flexibility and a sense of humour!

We are committed to the protection and safety of all our pupils and welcome applications regardless of age, gender, ethnicity or religion. The successful candidate will have to undertake an enhanced DBS check.

Applications must be made using the Buckinghamshire County Council application form which is available from the school office. Please email for the full job description and application form, we regret we cannot accept CV's.

We look forward to hearing from you!

Closing date: 12 noon, Friday 26th October 2018

Interviews: Tuesday 30th October 2018

Headteacher: Mrs Sarah Leighton

Spring Valley Drive, Hughenden Valley, Bucks, HP14 4LR

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Email: office@hughendenprimary.co.uk

www.hughenden.eschools.co.uk



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2017/18



Job Specification for School Admin Officer

The primary purpose of this role is to provide an effective administration service to the school in accordance with school policies as agreed by the Headteacher, SLT and Governors.

Main Duties and Responsibilities entail:

- Maintaining school website to ensure it is up to date and compliant with current regulations as well as providing all relevant information to parents.
- Keeping the online calendar up to date for parents to view.
- Setting up online Parents Evening schedules for parents to book via Eschools.
- To provide effective secretarial and administrative support to the school including: post, typing letters to parents, Newsletters
- Maintaining the Sims pupil database including attendance – training will be given
- Assisting in the administration of documentation for new pupils and leavers
- Setting up new pupils logins and passwords for Eschools and educational sites used in school.
- Allocation of Houses to new pupils and updating the spreadsheet accordingly.
- Provide front of house service: answering telephone calls, greeting visitors and managing queries from all stakeholders.
- Assist with the preparation of materials for marketing events in school, prospectus updates, etc.
- Filing pupil documentation as required.
- Shredding in accordance with GDPR legislation.
- Wrap around Care bookings and end of day arrangement notifications to class on a daily basis.
- Maintain the staffroom noticeboard and school diary writing up the 2 week calendar and updating as required.
- Attendance – checking morning and afternoon attendance ensuring children are recorded accurately and absences are followed up with parents in line with school policy.
- Developing office based initiatives and streamlining processes where necessary to obtain maximum time efficiencies.