

Job Description

School Office Admin & Wellbeing Assistant

Post Title:	School Office Admin & Wellbeing Assistant
Salary:	Level 5 SCP 8-12
Hours:	32.5 hours per week, 45 weeks per year (Term Time + Inset Days)
Responsible to:	School Office Team Leader/ Headteacher

Main purpose of the job

- To work as an effective member of the office team under the direction of the School Office Team Leader, providing effective and efficient clerical and wellbeing support to the school.
- To support the aims and ethos of the school by providing an administrative service within the school responsible for the collection, storage and retrieval of pupil information ensuring the legal requirements are met, parents are informed and the required management of information is available to the school.
- To communicate effectively with children, parents, staff, visitors and other stakeholders
- To maintain accurate pupil records and deal with school attendance/admissions.

Reception

- To be the first point of contact for both telephone, email and face to face enquiries and passing on information as appropriate.
- To receive visitors to the school and ensure appropriate arrangements are in hand i.e. hospitality
- To ensure school security arrangements are always complied with, including the issue of visitors' badges/stickers and signing of the visitors' book.
- To arrange appointments and show prospective parents around the school.
- To accept and sign for orders, checking deliveries against delivery notes and distribute as appropriate.
- To provide hospitality to all school visitors.

Wellbeing and Family Liaison

- To provide First aid and assist in the administration of first aid to pupils and staff as required, keeping the First Aid boxes appropriately stocked in line with the school's policy.
- To administer First aid and medicine to pupils as required, in keeping with the school's policy.
- To liaise with parents and staff regarding pupil's sickness/injury.
- To assist with visits from the school nurse, photographer and other outside agencies.
- To be responsible for the maintenance of pupil wellbeing/health records and their appropriate distribution/display within the school.
- To organise whole school training regarding pupil health /wellbeing issue, e.g. diabetes and epi pen training.
- To assist with the general wellbeing of pupils.
- To work in partnership with the Social Care agencies to support vulnerable families and manage wellbeing/safeguarding concerns as required.

- Be directed by the Designated Safeguarding Lead and Deputies reporting back information from relevant meetings attended.
- Be available to discuss concerns about safeguarding with any member of staff and notify the Designated Safeguarding Lead/Deputy
- Contribute to child protection plans as required.
- Collect/gather information.
- Maintain discretion and professionalism when working with families and external agencies.

Attendance

- To contribute to raising achievement by improving school attendance.
- To assist in matters concerning children and family with special regard to vulnerable pupils.
- To advise and assist parents/carers to maintain regular school attendance.
- To communicate clearly to parents/carers the attendance procedures and expectations of the school and the government.
- Collate attendance data to enable identification and tracking of pupil with poor attendance.
- Accurate recording of all telephone conversations and meetings with parents.
- Monitoring and tracking of whole school attendance and punctuality, sending out attendance letters where appropriate.
- Produce half term/termly reports for Headteacher and Governors.
- To be responsible for daily and termly backup of computerised records
- To administer, update and present all pupil data/test data required by the Dfe, LA, Academy Committees and staff.
- To provide confidential and administrative support to the Headteacher and other members of staff concerning pupil data as and when required.
- Monitoring, tracking and assessing a cohort of pupils.
- Developing and maintaining links with parents/children and Local Authority Child and Family Early Intervention Officer.
- To be responsible for contacting parents of absent children by the appropriate time as advised by the school office team leader
- Completion of Termly Register Reviews.
- Monitoring and ensuring correct Attendance Codes are entered in Class Registers and SIMS
- Schedule and attend appointments with Parents where appropriate
- Organise and attend meetings with parents and Child and Family Early Intervention Officer as directed
- Ensure all agreed Actions/Strategies on Level 2 Parent/Carer contracts and Level 4 Action Plans are adhered to.
- Refer pupils to Child and Family early Intervention Officer through EHFSA forms at the Headteacher/ School Office Team Leader's request
- Process holiday request forms, creating a half term report for the Headteacher and Governors
- Monitor late arrivals and liaise with parents/carers as necessary.
- Monitor late collection of children.
- Collate pupil information for meetings with an understanding that it may be used by the Local Authority in the event of parents/carers being taken to court.
- Record and report back to Headteacher the outcomes of all meetings attended.

- Liaise closely and communicate clearly with appropriate members of staff and other agencies for the sharing and gathering of information, this may be confidential or of a delicate nature.
- To contribute in compiling an “Improving School Attendance Action Plan” and ensuring targets are completed.
- Exercising good sound judgement in all communications.

School Meals

- To ensure SIMS contains accurate material relating to free school meals and meal payments
- To liaise with the local authority and parents/carers regarding free school meals on a twice yearly basis or as and when appropriate
- Collect all monies received in connection with school meals purchased, prepare for banking and chase arrears
- Carry out relevant end of week accounting of all staff and pupil meals and ensure SIMS dinner money is balanced
- To liaise with the Catering Manager regarding pupil meal numbers

Clerical /Support

- To maintain the school resources inventory, updating as appropriate.
- To assist with the administration of all HR processes, such as staff attendance and recruitment (taking notes at meetings, preparation of advert, recruitment packs, interviews and hospitality).
- To assist with the maintenance of the school diary in relation to staff absence including training.
- To assist in the organisation of staff cover and booking supply where necessary
- To monitor attendance and produce attendance reports at the request of the Headteacher and SLT.
- To undertake word-processing, photocopying and reprographic work as required by staff.
- To undertake filing, administration, data and clerical work for the Headteacher and other staff, as required.
- Arrange for updating the school handbook, website, prospectus, information points and any other documents as required by the Headteacher.
- Managing the school postal system: sending outgoing post and sorting incoming mail.
- To organise all official photographs for staff and pupils.
- To be responsible for organising school trips under the direction of the class teacher, including arrangements for transport, correspondence and accounts.
- To take last minute bookings/adjustment/money for the Before and After School Clubs
- To update relevant school websites/ social media apps, under the direction of the school office team leader or Headteacher.
- To assist with lost property.

Shared Office Team Responsibilities

- To provide pro-active cover at the front reception desk
- To respond to the door entry system or car park barrier
- To be a point of contact for telephone enquiries and take messages
- To deal with routine queries and liaise with other staff as necessary
- To ensure the school’s security arrangements are always complied with, including the issue of visitor’s badges, signing of the visitor’s book and issue of the evacuation plan

- To accept and sign for deliveries as appropriate
- To provide hospitality for visitors to the school
- Make arrangements for children who are ill to be sent home
- To play an active role in office evacuation procedures
- To undertake filing, photocopying and distribution as required
- Assist at school functions if required
- To provide general clerical support as required
- To assist with lost property

General

- To be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible, or comes into contact with.
- To assist staff and pupils with their enquiries and deal with routine telephone calls as required
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace, carrying out risk assessments for relevant staff
- To deal with all finance and HR related correspondence promptly as required
- To ensure that all MAT and school policies and procedures are followed
- To ensure that all duties and services provided are in accordance with the MAT's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community
- To ensure that all duties and services provided are in accordance with the MAT's Data Protection Policy and practices and reporting to the DPO any concerns or requests
- To undertake any training commensurate to the post and attend relevant meetings as required by the MAT or the school
- To participate in the performance management structure of the school and MAT as directed

The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade at any site within the MAT.

Date..... Signed..... (Post holder)

Date..... Signed..... (Line Manager)