

POST TITLE:	Primary Academy Office Administrator
POST RESPONSIBLE TO:	Headteacher/ Primary Academy Manager
SALARY SCALE:	Grade 5
LOCATION:	Academy

Statement of Purpose

Under the guidance of senior staff, to be responsible for undertaking administrative, financial and organisational processes within the school, and to assist with the planning and development of support services.

Support to Pupils, Parents and the Community.

- Liaise with other school staff, professional associations and the local community in a highly professional manner and representing the ethos of Christ the King Catholic Collegiate.
- Deal with pupil/parent/visitor matters and requests via telephone, email and reception duties
- Monitor applications for admission and provide prospective parents with information of the school and assist in the admissions process through to enrolment, liaising with third parties and addressing queries.
- Assist parents with applications for 30 hour childcare eligibility and ensure nursery payments have been applied through the NFF portal.
- Provide personal, administrative and organisational support to all staff.
- Maintain Academy records, including documentation of pupil administration, achievement, attendance and related correspondence.
- Organise and assist school visits from school nurse, optician, dentist.
- Liaise with parents/guardians with regards to pupil sickness/injury.
- Provide advice and guidance to staff, pupils and others.
- Allocate work as appropriate to any volunteer helpers/work experience students etc.

Support Financial Management

- Undertake financial administration procedures including purchase orders and invoicing.
- Create payment items on parent pay for trips, catering, after schools clubs.
- Ensure parent pay accounts are in credit and chase outstanding debts from parents.

- Administration and financial support to the running of School Care Club/Wrap around.
- Maintain the asset register.
- Record and receipt any monies received into school in line with CtKCC Financial Regulations for handling cash.
- Administer free school meals applications.

Support Organisational Management

- Develop and maintain efficient and up to date manual and computerised record/information systems ensuring that information such as attendance records and admissions is kept confidentially.
- Confident in using various social media- Twitter, Facebook, Instagram and Youtube
- Enter new intake into the pupil database system ensuring that the necessary procedures are complied with.
- Assist in the admissions process through to enrolment, liaising effectively with all parties involved in admissions and addressing queries.
- Input new pupil data into the pupil database ensuring that necessary procedures are complied with.
- Undertake typing and word-processing and other IT based tasks as requested.
- Complete and submit statistical information and returns, including those to outside agencies.
- Assist with Admissions procedures and supporting the company's marketing campaigns.
- Organising open days to market the school to new families in the local area.

Support to Academy

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with
- Comply and assist with the development of policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the academy
- 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

Professional Accountabilities

The post holder is required to be aware of and comply with policies and procedure relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:-

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management / administration

- Be personally accountable for delivering services efficiently within budget and to implement any approved savings and investment allocated to the service area.
- Be personally accountable for ensuring effective segregation of duties in line with the financial scheme of delegation.
- Ensure information on the financial system and pupil data is treated as confidential and held in accordance with GDPR.
- Comply with the CtKCC (ICT) Staff Acceptable User policy.
- Adhere to the proper administration of bank accounts and statements.

People Management

- To comply and engage with people management policies and processes.
- Contribute to the overall ethos of Christ the King Catholic Collegiate.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings and training.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as minimum to standards required by legislation.

Health & Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with CtKCC Health & Safety policy.

CtKCC Staff Code of Conduct Policy

- Staff must comply with requirements of their contract of employment, conditions of service, Articles of Governance, national professional standards and relevant CtKCC policies.

Amendment of Job Description

- This job description is not comprehensive and the post holder will be required to undertake (i) such other tasks appropriate to the level of appointment as the Headteacher may reasonably require and (ii) any other duties which are commensurate with the grading of this post.
- The particular duties/responsibilities listed may be reviewed from time to time at the request of the MAC HR or post holder as circumstances make necessary.

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