



**St. Luke's Primary School**  
**School Administration Officer / Clerk (Level 3)**

Job purpose	<ul style="list-style-type: none"> <li>• To endeavour to maintain and develop the Church ethos of the school, in accordance with the directions given by the Governors and, subject therefore, to the directions given by the Headteacher.</li> <li>• To organise, maintain and monitor the School's pupil database systems and to manage office function to ensure an effective service to the school.</li> </ul>
Hours of Duty:	Thursday & Friday (8:30 – 4:00 p.m.)
Condition of Appointment:	NJC for Local Government Services, Scale 4
Qualifications / Training:	NVQ Level 3 or equivalent qualification or experience in relevant discipline
Experience	Experience of development, management and operation of administrative systems
To whom the postholder reports to	<p>The postholder is responsible to the:</p> <ul style="list-style-type: none"> <li>• Headteacher in all matters</li> <li>• The relevant member of the school leadership group in relation to organisational processes</li> </ul>
Duties and responsibilities specific to the post	<p><b>Organisation</b></p> <ul style="list-style-type: none"> <li>• Deal with complex reception/visitor matters</li> <li>• Contribute to the planning, development and organisation of support service systems/procedures/policies</li> <li>• Coordination / Organisation of visits / visitors into school (booking info / correspondence)</li> <li>• Supervise, train and develop staff as appropriate with regards to administration duties/accessing school information management systems</li> <li>• Liaise with external agencies: school nurse / Speech &amp; Language workers / photographer</li> <li>• Secretarial Administrative assistance to HT</li> </ul> <p><b>Pupils / Administration</b></p> <ul style="list-style-type: none"> <li>• Manage and maintain manual and computerised Pupil database – SIMS, record / information systems</li> <li>• Complete and submit complex forms, returns to LA, other schools, outside agencies, e.g. Pupil census / CTF files</li> <li>• Maintain pupil data on SIMS (SEN / FSM / Ethnicity / EAL)</li> <li>• Distribute and collate pupil data collection sheets / information, ensuring all information is up-to-date</li> <li>• Analyse and evaluate data/information, maintain, produce and collate reports (in SIMS) as required</li> <li>• Complete forms with parents/carers regarding admission to nursery</li> <li>• Complete forms with parents/carers of new children joining our school</li> <li>• Collate pupil records and distribute to next school</li> <li>• Produce class/school lists as required</li> <li>• Input and monitor pupil attendance – enter daily attendance</li> <li>• Liaise with parents/carers regarding absences / first day response</li> <li>• Liaise and meet with LA Education Welfare Officer</li> <li>• Collation and assessment of statistics and information for LA and DFE requirements</li> <li>• Liaise with other schools regarding transfer information</li> <li>• Produce and send out letters as required</li> <li>• Undertake Word processing / complex IT based tasks</li> <li>• Provide personal, administrative and organisational support to other staff</li> <li>• Undertake administration of complex procedures</li> </ul>

	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Operate relevant equipment/complex ICT packages</li> <li>• Monitor and manage stock, cataloguing resources and undertaking audits as required</li> <li>• Manage uniform shop within school, liaising with suppliers regarding uniform</li> <li>• Provide advice and guidance to staff, pupils, parents/carers and visitors</li> <li>• Assist with marketing and promotion of school</li> <li>• Undertake administration of facilities including use of extended community facilities</li> <li>• Sort and distribute mail / email systems</li> </ul> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Comply with and assist with the development of policies and procedures relating to Child protection, Health, Safety and Welfare, security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Be aware of and support difference and ensure equal opportunities for all</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Establish constructive relationships and communicate with parents/carers, visitors and other agencies/professionals</li> <li>• Attend and participate in regular meetings</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others</li> <li>• To undertake any other functions and duties that become necessary and as designated by the Head Teacher or Line Manager</li> </ul>
<p>Knowledge and Skills</p>	<ul style="list-style-type: none"> <li>• Effective use of ICT and other specialist equipment/resources.</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Very good ICT skills</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position with these</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>