

# **Administration & Organisational Role**

## **Role Profile and Person Specification**

**June 2025**

# CHRIST CHURCH COFE PRIMARY SCHOOL

## Job Description

<b>Job Title:</b>	<b>Administration &amp; Organisational Role</b>
<b>School /Academy:</b>	<b>CHRIST CHURCH COFE PRIMARY SCHOOL</b>
<b>Grade Range:</b>	<b>Grade 4 - Scp 8 – 10</b>
<b>Hours per week:</b>	<b>14.4 hours per week</b>
<b>Work Pattern:</b>	<b>Term Time Only + 2 days</b>
<b>Location:</b>	<b>CHRIST CHURCH C OF E PRIMARY SCHOOL</b>
<b>Reports to:</b>	<b>School Business Manager</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Role Purpose and Role Dimensions:</b>	To work under the instruction/guidance of teaching/senior staff to undertake routine general administrative/financial support to the school.
<b>Commitment to Diversity:</b>	As a member of the School Team to take individual and collective professional responsibility for championing the School's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
<b>Key External Contacts:</b>	Community members, Church, Clubs, Nursing Team, Other schools.
<b>Key Internal Contacts:</b>	<ul style="list-style-type: none"><li>▪ Executive Headteacher</li><li>▪ School Business Manager</li></ul>
<b>Financial Dimensions:</b>	
<b>Key Areas for Decision Making:</b>	<ul style="list-style-type: none"><li>▪</li></ul>
<b>Other Considerations:</b>	

## Key Accountabilities and Result Areas:

### Organisation

## Key Elements:

### This will involve:

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors.
- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.
- Liaising with parents/staff, record on school system, administer medication when pupils require.
- To lead on and manage First Aid within School to include ensuring class medical and dietary records are up to date and staff are aware, update with each leaver/starter,
- Liaise with kitchen regarding dietary requirements, update care plans annually or as required,
- Share care plans with parents and distribute, support pupils with specialist/additional care, co-ordination with nursing teams, organise all NHS school nursing checks, ensure medication is in date and liaise with parents, keep track of all centrally held medication including expiry dates and top up as required, monitor stock levels of first aid equipment, organise medications for residential visits.
- Assisting with arrangements for schools' trips, events e.g. fayres/productions/books fayres/bike ability to include liaising with FCCS and staff, organise floats, organise physical layout and set up, ticketing, on day support.
- Assist with admissions procedures for pupils entering the school to include in-year admissions and September intake to include updating forms annually, follow up previous schools for information transfer, ensuring copying of all details e.g. address/birth certificate, liaising directly with the parents, following up to ensure we have correct details, timetabling home visits.
- Inputting of pupil data onto SIMS system.
- Assist with admissions procedures for pupils leaving the school, both in year and at the end of Year 6 to include completing specific reference requests, contact school to check pupil has started, collate all files within school for each pupil, forward pupil files (by post or in person) to next school.
- Record and monitor daily attendance in line with DfE and school guidelines to include checking registers twice daily, checking school attendance emails/phone records/lates, check pupils for absences, follow up absence by email initially, if more than 3 days of absence follow up by phone call, conduct home visits in line with policy, input data manually if a paper register is completed.
- Record and monitor daily attendance in line with DfE and school guidelines to include checking registers twice daily, checking school attendance emails/phone records/lates, check pupils for absences, follow up absence by email initially, if more than 3 days of absence follow up by phone call, conduct home visits in line with policy, input data manually if a paper register is completed
- Organise daily lunches by transferring lunch numbers to a central list, ensure correct ordering of special menus, forward this on to the kitchen
- Record and monitor attendance in line with DfE and school guidelines to include maintain spreadsheet to track persistent absentees half termly, make a direct call to parents on the first entry onto PA spreadsheet, forward ongoing PAs to EHT/Pastoral Lead spreadsheet half termly for follow up, highlight children with absences at key times to SLT, liaise with SLT regarding non-illness absences, completing Croydon forms for fines if required.

## Key Accountabilities and Result Areas:

### Organisation (Continued)

## Key Elements:

### This will involve:

- Record and monitor punctuality in line with DfE and school guidelines to include maintaining spreadsheet of persistent late pupils, contact parents verbally in first instance, follow up with a letter where required, monitor outcomes
- Organise clubs to include vetting providers, liaising with providers and parents, recruiting clubs, ensure a member of school staff is on site for first aid/safeguarding for clubs for external providers.
- Organisation of Parents Evenings to include checking date with staff, communicating with parents, setting up the booking systems, checking the booking systems, providing 1-1 support for parents to book.
- Organisation of reports to include proofreading report, printing reports, labelling envelopes, fill envelopes, distribute reports.
- Organisation of school photos, on day organisation.
- Collate information for weekly briefing, write weekly briefing and circulate.
- Organise Tea and Coffee
- Update website.

### Administration

### This will involve:

- Provide general clerical/admin. Support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
- Running errands e.g. dropping items to pupils, collecting pupils for meetings
- Maintain manual and computerised records/management information systems.
- Produce lists/information/data as required e.g. pupils' data.
- Undertake typing and word-processing and other IT based tasks.
- Take notes at meetings.
- Sort and distribute mail.
- Undertake administrative procedures.
- Maintain and collate pupil reports.
- Undertake routine administration of school lettings and other uses of school premises.
- Keep the school internal diary up to date.
- Undertake regular pupil and staff filing

### Resources

### This will involve:

- Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, Internet).
- Operate uniform/snack/other 'shops' within the school.
- Provide general advice and guidance to staff, pupils and others.
- Undertake general financial administration e.g. processing orders.

## Key Accountabilities and Result Areas:

## Key Elements:

## Responsibilities

### This will involve:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

## Green Statement

### This will involve:

Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

## Data Protection

### This will involve:

- Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.

## Confidentiality

### This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

## **Key Accountabilities and Result Areas:**

### **Equalities and Diversity**

## **Key Elements:**

The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams

### **Safeguarding**

#### **This will involve:**

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

### **Customer Care**

#### **This will involve:**

- Ability to demonstrate a commitment to the School/Academy's Customer Care Policy.

### **Health and Safety**

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

### **To contribute as an effective and collaborative member of the School Team**

#### **This will involve:**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School/Academy
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

## Person Specification

**Job Title:**

**Administration & Organisation Role**

**Essential knowledge:**

- NVQ 2 or equivalent qualification or experience in relevant discipline.
- Appropriate knowledge of first aid.
- Knowledge of relevant policies/codes of practice & awareness of relevant legislation.

**Essential skills and abilities:**

- Good numeracy/literacy skills.
- Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post.
- Effective use of ICT packages.
- Use of relevant equipment/resources.
- Good keyboard skills.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
- Displays commitment to the protection and safeguarding of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
- Ability to identify own training & development needs & cooperate with means to address these.
- Participate in development and training opportunities.

**Essential experience:**

- General clerical/administrative/financial work.

**Special conditions:**

- Enhanced DBS check

Further advice on specific points in this role profile can be obtained from their HR provider.