

# HOLY CROSS CATHOLIC PRIMARY SCHOOL

## Job Description

<b>Designation of Post</b>	Administrative Officer
<b>Responsible to</b>	Business Manager, Headteacher
<b>Immediate Subordinates</b>	None
<b>Job Purpose</b>	To provide administrative and organisational services to the school under the management and guidance of senior staff. To be responsible for maintaining pupil data and attendance monitoring.

### **Key Tasks**

- To take the lead role in providing hospitality to visitors, ensuring school security arrangements are always complied with including checking DBS certificates against the Single Central Register and the use of visitor badges and signing of the visitor book.
- Liaise with pupils and parents/carers, including production of letters, texts, working in the reception and updating the website.
- To be responsible for pupil data maintaining the school management information system (SIMS).
- To be responsible for administrative arrangements regarding pupil admissions and pupil transfers including free school meals, milk and fruit provision, medical information and consent forms.
- To be responsible for ensuring that all matters relating to pupil attendance are managed including absences, analysing data and running reports.
- To assist with the administration of school trips including arranging transport and collecting parental contributions.
- Preparing money for banking and bank as necessary.
- Provide administrative and organisational services to the school.
- Liaise with staff and external agencies.
- Analyse and evaluate data and information and run reports.
- To assist the Business Manager with finance including processing of purchase orders for a range of equipment, dealing with incoming invoices and payments on SIMS FMS. Ensuring these matters are carried out in the absence of the Business Manager.
- To assist with data returns.
- To be responsible for the administration arrangements for student applications for work placements, liaising with staff, schools and colleges.
- Liaising between school and home concerning pupil welfare and exercising confidentiality in dealing with domestic situations as affecting the pupils in school.
- To accept, check and sign for deliveries.
- To be the first point of contact for parental complaints.
- To have regard to Health and Safety matters within the office and the school.
- To act as a PA and to the Senior Leadership Team treating matters with confidentiality.
- To adhere to financial regulations and audit requirements.
- 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.
- To be a proactive member of the school team, contributing to the overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required.
- To perform other duties considered reasonable, that are commensurate with the grading and designation of the post as determined by the Headteacher.

Acting Headteacher: Paula Brás    Date: September 2025