



## Pinner Wood School Job Description

**Position: Communications and Administration Officer**

<b>Pay Grade</b>	G5
<b>Hours</b>	TBC but 35 hours per week – pro rata (Mon- Fri, Term Time only)
<b>Directorate</b>	Education
<b>Division</b>	Primary Schools
<b>Reports to</b>	School Business Manager
<b>Location</b>	Pinner Wood School, Latimer Gardens, Pinner, HA5 3RA

### Role Purpose

- To provide events, activities and marketing administrative support to the Senior Leader Team to ensure the smooth running of the school.
- To provide general administrative support in connection with the care and education of pupils.
- The post holder will be expected to provide administrative cover in order to manage the varying demands and deadlines within the school office.

### Job Context (Key outputs of team / role)

- Pinner Wood School is a three-form entry primary school based in Pinner.
- The role involves regular contact with staff/ families and a variety of service professionals. The post holder will be required to deal quickly and efficiently with telephone and email and provide a variety of administrative and other support to meet the varying needs of the service users.
- The ability to quickly become familiar and interpret a wide variety of information is essential.
- To provide administrative support to ensure the smooth running of the school.
- The role reports to the School Business Manager who has responsibility for the Business Operational running of the school

### Generic Duties

- To demonstrate a commitment to the Council's Equal Opportunities Policy and the ability to understand and implement the policy in relation to the job responsibilities.
- To ensure compliance with your responsibilities as laid out in the school's health and safety policy and to take an active role in promoting a positive health and safety culture.
- To promote and participate in the school's individual performance appraisal and development initiatives and information management best practice.

- To ensure compliance with the school's information security policies and maintain confidentiality.
- In accordance with the Immigration Act 2016, where the role is customer-facing and the post holder is required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential.

### **Values, Behaviours and Equalities**

We want our colleagues to live our values. These values describe what we stand for and how we do things at Pinner Wood whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals. Our six core values are:

**Choose Kind, Step Up, Dream Big, Strength through Positivity, Heart of the Community and Enjoy Learning.**

These values will also help us to achieve our equalities vision of being a proud, fair & cohesive work place.

### **Main Duties / Accountabilities:**

#### **Communications**

- To oversee the administration of the school diary.
- To manage and schedule lettings of the School's facilities including managing the contractual terms and conditions, safeguarding arrangements and Health and Safety requirements.
- To develop promotional materials to engage current and future parents including school's website, newsletter, social media etc.
- To assist in income generation programme by organising fundraising events and submitting grant applications.
- To assist in the collection of any other monies and prepare for banking e.g. cake sales, mufti days and Friends of Pinner Wood events.
- To communicate and manage the administration of any complaints received by the school.

#### **Trips and Activities Administration**

- To be responsible for organising school trips including school journeys. Costing of trips, typing of letters, arranging venues and coaches, collect and balance monies.
- To be responsible for the administration of school lunches. Ordering of lunches, collection of monies, issuing of statements and non-payment letters and updating free school meals records.
- Provide administrative support in the organisation of clubs and homework classes. Issuing of letters, allocating places and preparing of registers and class lists.
- Work with outside providers of out of hour and holiday clubs to ensure the school promotes their work.
- To complete the administration of lettings for outside providers. Making sure the school has the relevant documentation and bookings are made.
- Undertake the administration of Music Tuition within the school. To issue payment letters, collection of fees and to liaise with the Music Service, Peripatetic Teachers and parents.
- Administer and collect 'Cool Milk' payments.

### **Reception Duties**

- Undertake reception duties, answering the telephone, filtering enquiries as appropriate and taking of and passing on messages to appropriate staff.
- Receiving visitors and parents as appropriate ensuring they sign in and out, in accordance with the schools' safeguarding procedures.
- Ensuring children arriving late or leaving early are signed in and out as required.
- Dealing with general enquiries by telephone, letter and e-mail or in person.
- Working alongside other office staff to ensure the smooth running of the office and provide a quick, efficient response to queries from parents, pupils, staff, members of the public etc.

### **Administration Duties**

- Dealing with general day to day queries from staff, pupils and parents.
- Keeping the Office and School Diaries up to date.
- Dealing with routine correspondence – opening all non-confidential post and distributing all incoming mail and recording and posting all outgoing mail.
- Assisting with home-school communication.
- Providing administrative support e.g. photocopying, filing, e-mailing, completion of routine forms etc.
- Updating manual and computerised records e.g. ARBOR or other MIS as required.
- Booking school events
- Monitoring the office e-mail on an ad-hoc basis

### **Professional development**

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Be alert to persistent absence becoming a safeguarding concern and early help potentially being required.
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

### **Other duties and accountabilities**

- Promoting the School and its profile to a range of audiences as an articulate ambassador in all circumstances.
- Continuing to raise the positive profile of the school in the local community.
- Promoting the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment for improving standards for all pupils within the school.
- Undertaking such other duties as reasonably correspond to the general character of the post, including attending meetings and public events.

- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

**Other Requirements**

<b>Manager Signature</b>	<b>Employee Signature</b>
<b>Job Title</b>	<b>Job Title</b>
<b>Date</b>	<b>Date</b>

## Person Specification

### Communication and Administration Officer – Person Specification

The following knowledge, skills, experience and personal qualities will be required in order to undertake this role:

	Essential	Desirable
<b>Qualifications</b>		
GCSE Grade A-C in Maths or NVQ Level 2 Maths of equivalent qualification/experience	✓	
Enhanced DBS Check.	✓	
<b>Experience / Knowledge</b>		
Excellent organisational, planning and project management skill	✓	
Have interest in or experience of website management and keeping on top of the fast-moving world of social media	✓	
Have previous fundraising and grants experience		✓
Have knowledge of the education sector	✓	
<b>Skills and Abilities</b>		
Proven literacy, numeracy and communication skills.	✓	
Excellent verbal and written communication skills and the ability to engage effectively with stakeholders	✓	
Able to work effectively under pressure and changing priorities	✓	
Able to use technology and social media to promote the school.	✓	
Able to adapt to both varying tasks and those of a routine nature.	✓	
Able to absorb information readily and speedily.	✓	
Good personal organisation and ability to work on own initiative or under pressure	✓	
Able to plan and prioritise own workload	✓	
Willingness to learn, acquire and apply new skills and knowledge	✓	
<b>Qualities</b>		
High expectations and a commitment to raising standards of attainment.	✓	
Commitment to equal opportunities and equal value for students and colleagues.	✓	
Resilient, cheerful and positive.	✓	
Sense of humour.	✓	
Able to embrace change and help others to manage the change process.	✓	
Good organisational and personal management skills i.e. Time management	✓	
Able to work effectively as part of a team or range of teams at all levels.	✓	
Strong commitment to Whole School Child Protection and Safeguarding procedures.		
<b>Equal Opportunities</b>		
Commitment to and understanding of equal opportunities	✓	
<b>CPD</b>		
Evidence of commitment to own professional development	✓	