



Stanton St. Quintin Primary School
Stanton St. Quintin, Nr Chippenham, Wiltshire SN14 6DQ
admin@stanton-st-quintin.wilts.sch.uk
(01666) 837602
Head Teacher: Karen Winterburn

Primary School Admin Officer/Extended Schools Manager Job Specification

Purpose of the job:

To lead and be responsible for the day to day organisation of the Breakfast and After School provision at Stanton St Quintin Primary School providing high standards of care and play opportunities for children between the ages of 4 - 11 years old in a safe and secure environment.

And to support the smooth running of the school office including general clerical, administrative and data processing.

Main Duties and Responsibilities:

- Lead the day to day management and organisation of the Breakfast and After-School Club
- Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.
- Liaise with the school with regard to the needs of the children who attend the club.
- Liaise with parents to encourage parental involvement and support of the After School Club Management and Administration.
- Uphold, implement and regularly review all policies and procedures
- Maintain all records relating to the management of the club ensuring confidentiality and data protection of the children, their families and members of staff.
- Responsible for club finances, to ensure rigid financial control of the budget and be responsible for the ordering and purchasing of equipment, supplies and resources, including catering provisions.
- Administer bookings and collection of fees, ensuring that any money transactions are handled and documented.
- Be responsible for the day to day administration and record keeping including maintaining records of attendance and providing information returns and other appropriate records as required.

- To effectively manage the occupancy levels of the Breakfast and After School Club; managing the waiting list and offering child care places. Promoting and marketing the After-school Club effectively to maintain occupancy.
- Develop professional working relationships with relevant professionals and authorities including the local authority and Ofsted
- Monitor and evaluate the quality of the service.
- Maintaining working relationships with other site users (particularly the school external lettings and school cleaners).
- Ensure that adequate standards of safety and hygiene are maintained throughout, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
- To ensure that all staff work within the policies and guidance and procedures of the schools' policies.
- Have due regard for safeguarding and promoting the welfare of children and young people and to follow the school's child protection and safeguarding policy.
- To carry out any other duties which will be seen to enhance the work of the school's extended day services.

Office Administration duties may include:

- Main reception, receiving visitors, parents, pupils. Accepting deliveries.
- Taking and transferring telephone calls
- Administration of trips, communications to parents, newsletters
- Recording income and producing invoices as directed by the Bursar
- Placing orders and seeking best value purchases.
- Managing dinner money and meal orders, school milk and fruit deliveries.
- Administering admissions, leavers and the pupil database
- Managing attendance and providing statistics from the pupil database