

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH083	Grade E
Job Title :	Administrative Officer (School and Community)	
Main Job Purpose :	Manage and co-ordinate arrangements for a range of educational, recreational and development activities (including work experience placements) so as to support pupils development outside of the School Curriculum. Organise school events and school lettings	

Main Duties	
1.	Community Education Act as PA to the Co-ordinator of Sports and Community Provision. Co-ordinate and manage whole school events as agreed with the Head Teacher, including parents' evenings, curriculum days, summer fete and sports day etc.
2.	Community Lets Assist in the promotion of the school facilities for public use. Let school premises: providing quotations, making bookings, collecting income from hirers and issuing receipts. Coordinate the use of community equipment. Evaluate the provision of community lettings in relation to income in the school budget.
3.	Community News Manage, design and distribute articles and information for the School Community Newsletter. Arrange printing and distribution to staff, pupils, libraries and partner primary schools.
4.	After School Clubs Obtaining information from staff in order to design, produce and print the lunchtime and after school activities brochure.
5.	Partner Primary Schools Act as a point of contact for partner primary schools and provide administrative support for liaison work. Hire rooms for meetings and provision of lunches and refreshments for partner primary meetings/conferences. Attend and minute meetings so that action points can be communicated and acted upon.

Main Duties	
6.	<p>Minibus Manage the use of the school minibus and trailer, eg ensure that the appropriate checks and servicing are carried out, and that health and safety procedures are followed by staff hiring the minibus; contact garage to arrange repairs; record all details of hiring and invoice hirers.</p>
7.	<p>Press and Media Advise the local press and media of any newsworthy activities in school and provide press releases. Update the school notice board. Maintain a portfolio on current items and archive material on all events and activities reported in the local press and media.</p>
8.	<p>Work Experience Administer and organise Work Experience placements for students, eg Compile data regarding work experience placements for use by tutors; co-ordinate feedback from outside agencies and advise staff accordingly; ensure appropriate arrangements are made with regard to the health and safety of pupils attending work experience placements; obtain parental consent, and ensure employer's liability insurance cover for pupils attending work experience placements. Act as the primary contact for parents and employers.</p>

Supervision and Management
<p>The jobholder does not have regular supervisory responsibility for staff, but may be required to assist in work familiarisation for new recruits.</p>

Creativity and Innovation (i.e. Problem Solving)
<p>The jobholder works up the programmes for whole school events for example the summer fete, sports day and curriculum days which will involve liaison with partner primary schools; and designs the school newsletter.</p>

Key Contacts And Relationships	
<p>Head Teacher, Leadership team, Governors, Staff, Pupils, Parents, Head Teachers of partner primary schools and colleges; members of the local community and local business, Connexions, members of the LA (EBP), outside agencies, Admin staff.</p>	<p>General information relating to school issues, news items, school association etc.</p>

Leadership team, pupils and staff, parents, school association, partner primary schools and colleges, Connexions, outside agencies	Issues relating to use of the minibus, pupil incident log, lettings arrangements; community news information; work experience placements; e-mail information.
Staff	Use of minibus - organising training etc.
Outside bodies and community organisations	Providing advice/guidance and explanations relating to the appropriateness and organisation of the letting scheme.
Staff, Pupils, community organisations	To include items in the community newsletter to promote the school.
Outside agencies, press etc.	To persuade such bodies to advertise and promote the school in an effective manner.

Decision Making
The jobholder takes decisions relating to community lettings, and makes recommendations to the management team regarding new systems/procedures e.g. e-mail to parents; community newsletter etc.

Resources
The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security

Working Environment
The jobholder has contact with pupils, parents and members of the general public.

Knowledge and Skills
The jobholder needs administrative skills equivalent to NVQ 3 standard, including interpersonal and ICT skills.