



Job Description: FOHR Officer

Post title:	FOHR Officer (essential car user)
Pay Range:	25 – 29
Reporting to:	Trust Business Manager

Key purpose of the post:

- FOHR Officer postholders will provide higher level administrative support within sites or centres under the supervision of the Trust Business Team.
- Progression post holders will work closely with TBM to organise and supervise admin systems and support in the school office and be responsible for undertaking admin, organisational processes, maintaining confidentiality at all times.
- To provide Head of School with a full and comprehensive admin service.

Specific roles/responsibilities of the post:

- To contribute to the overall ethos/work/aims of the Trust
- To be committed to the safeguarding and promotion of the welfare of children and young people
- To comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person
- To develop constructive relationships and communicate with all staff and other agencies/professionals
- To participate in training and other learning activities and performance development as required
- To recognise own strengths and areas of expertise and use these to advise and support others
- May be required to attend and participate in regular meetings with the FOHR Team to provide updates, discuss developments of the administration function and share any issues or concerns
- Such other responsibilities allocated which are appropriate to the grade of the post
- To take on the role of Exam Officer if applicable

Duties and responsibilities:

Office Management	<ul style="list-style-type: none"> • To develop an office team that delivers and meets the needs of the academy and the Trust. • To liaise with key professionals within the Trust’s team as appropriate and communicate effectively to ensure professional and seamless working. • Organise meetings and ensure that Head Teacher and Head of School are well prepared for those meetings, preparing agendas, pre-meeting briefings and meeting papers and booking of rooms. • To ensure all staff create a professional and welcoming reception for all visitors and parents and all visitor checks and health and safety processes are in place to monitor entry in and out of the building. • To line manage and organise team admin staff ensuring the smooth and effective running of the school office/s and all administrative and communicative systems. • To contribute to administrative staff performance and appraisal. • To oversee all school records and relevant IT systems to ensure a smooth running of all school administration. • To oversee the school MIS system. • To ensure the school office is kept tidy, organised and in good order at all times. • To ensure all members of the office staff present, at all times, a positive image of the school to all staff, parents and visitors both internally and externally. • To establish standardised administrative systems, processes and working practices across the school • To be responsible for the maintenance of clear and effective filing records and other systems and to keep them updated in accordance with legal requirements such as GDPR referring to Raedwald Trust retention schedule. To use electronic office based systems wherever possible and to minimise paper based records. • To hold a current first aid certificate – training will be provided on this. • To assist with school events and the promotion of the school. • To manage queries and provide information and advice about the school and school
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	<p>activities to parents, students and visitors by phone or written communications.</p> <ul style="list-style-type: none"> • To ensure efficient and timely communication of school events and activities to office staff and ensure office staff workloads are effectively managed, prioritised and monitored to meet relevant deadlines and to report to the SLT when there are difficulties in achieving or managing this. • To support TBM in ensuring admin staff are appropriately trained and maintain relevant CPD. • To coordinate when additional weeks for admin staff are to be worked in conjunction with TBM. • To manage the administration and correspondence for curriculum related activities in liaison with relevant school staff. • To support the SLT in the preparation and arrangements for annual review meetings and any additional multi-agency meetings.
Administration	<ul style="list-style-type: none"> • General clerical / administrative / filing support / reprographics. • Communications with staff, students, parents and other external stakeholders. • Administration supporting the functions of admissions, attendance and/or behaviour, student welfare and data management. • To ensure the smooth running of the office, organise day to day activities and jobs and contribute to the planning and development of the administrative support for the school and its Senior Management. • To answer telephones and emails courteously, with sensitivity and confidence, using initiative as required and forward detailed messages as appropriate. • To take minutes at meetings when required. • To manage the school's diary, dealing with any relevant administrative and organisational issues. • To maintain office supplies and first aid equipment, re-ordering as necessary. • To provide first aid to students and staff as necessary and in a sympathetic and efficient manner, ensuring the correct records are kept and logged and the accident book is completed for more serious injuries. To communicate with parents where necessary and in line with policy, particularly for collection of child or for head injuries. • To administer medicines to any student as required (following school policy). • To carry out projects and tasks as directed.
Students	<ul style="list-style-type: none"> • To ensure all administration processes and systems for admissions and for school leavers are successfully completed (including the maintenance of the school admissions register). • To liaise with outside schools and providers for records and information about students. • To ensure the accurate recording of attendance data and reasons for absence, including school registers and student and staff records and to run regular reports for SLT and the Trust. • To ensure up to date records are kept for students attending any offsite activities, ensuring permission slips are received and tracking parents for sickness and non-attendance. • To support the admissions process for potential parents to view the school and for students attending taster and transition days. To issue information to new families and ensure all details are gathered, signed and filed including transport.

Personnel	<ul style="list-style-type: none"> • To assist Trust's HR with the school's recruitment process, ensuring applications packs are sent out, making arrangements for interviews and writing and securing references. • To provide induction information for new staff as and when required. • To monitor and report on staff attendance and absences regularly to Head of School and TBM. • Ensure staff absence insurance information is sent to TBM within the timescale. • To update monthly staff sheets for absence/additional hours/mileage. • Ensuring documentation is approved per the Trust policy and within timescale. • To liaise with the Trust's HR and TBM to ensure relevant DBS checks are up to date and have been carried out for new starters. • To ensure Single Central Record is maintained for volunteers, visitors and contractors. • To liaise with HR and personnel to ensure the school central register is maintained and is checked regularly for up to date information.
Finance	<ul style="list-style-type: none"> • To support the Trust finance team to collect and record invoices. • To liaise with the Trust finance team with regards to managing and reconciling income from uniform/meals etc. • To liaise with the Trust's finance team to ensure ordering process is adhered to within Trust policy.
Premises	<ul style="list-style-type: none"> • To liaise with TBM regarding any on site works, orders or visitors. • To liaise with Head Teacher and TBM to ensure all health and safety regulations and checks are up to date. • To carry out or supervise the role of Fire Warden and ensure all records for evacuations are up to date and accessible. • To report any premises or health and safety issues to Head Teacher and TBM.
In addition to the specific responsibilities outlined above, the staff are expected to	
<ul style="list-style-type: none"> ▪ Treat people fairly, equitably, and with dignity and respect to create and maintain a positive school culture ▪ Support the aims and ethos of the school ▪ Set a good example in terms of dress, punctuality and attendance ▪ Take on any additional responsibilities which might from time to time be agreed with the TBM or Head Teacher/Head of School ▪ Build strong links with parents and carers ▪ Uphold the school's behaviour code ▪ Participate in and where appropriate lead staff training ▪ Attend team, SLT and staff meetings ▪ Develop strong links with Raedwald Trust sites, LGB, LA support teams, outside agencies, and partnership schools ▪ Take appropriate responsibility for own health, safety and welfare 	