

JOB DESCRIPTION	
SCHOOL	Charing Primary School
JOB TITLE	Administration Officer
GRADE	APLb
REPORTS TO	Headteacher/SLT
DATE	September 2025

JOB PURPOSE

The Administration Officer is responsible for supporting with the administrative, financial and organisational processes within the school. They will also act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the value, vision and ethos of the school in all interactions. Support the Headteacher, SLT, Staff and Parents by providing a high level and efficient, effective and smooth running of the school office.

MAIN DUTIES AND RESPONSIBILITIES

- Update manual and computerised record/information systems
- Update and maintain the school calendar. Checking for accurate and robust information and daily monitoring of upcoming events, appointments and activities.
- Assist with managing the school's email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Book training courses for all staff
- Order, monitor and manage stock, ensuring best value following the school's purchasing processes
- Carry out filing, printing and photocopying. Maintain the operation of the printer and photocopier to ensure it's ready to use at all times, resolving any issues as necessary
- Assist with organising parents' evenings and other meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Keep up to date the school Asset Register. Items should be added as they arrive in school (security marking them) with the completion of a whole school audit once a year.
- Assist class teachers to organise school trips, using the school trip pack to assist in this process. Assist organising travel, booking venue, sending letters and collating consent slips/payments and ensuring Risk Assessments are completed for the Headteacher to check
- Book and arrange swimming lessons for pupils, including transport and payments from parents.
- Make bookings for and ensure the smooth running of the biannual photography sessions
- Assist admissions by arranging events and open days/evenings for new reception intake or parent's information evenings including marketing and promoting the school
- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Act as the first point of contact for parents and visitors arriving at the school/contacting the school promoting an efficient, professional, friendly and positive school image.

- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying them of safeguarding and safety procedures
- Ensure data protection and safety of all pupils by collating consent for local visits/use of images etc. Checking these documents if the local press are invited onsite before images are taken/published.
- Write and send email responses that are professional and uphold the school's vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) to parents, staff and other stakeholders
- Ensure sections of the website are kept up to date e.g., communications, policies, menu, clubs, term dates, etc
- Carry out financial administration in line with the school's procedures

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm
- To receive/administer prescribed medication in line with school policy

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

CRITERIA	QUALITIES	ESSENTIAL OR DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths 	Essential
Experience	<ul style="list-style-type: none"> Experience working in a school environment or other educational setting Experience working with children / young people with additional needs (e.g. special educational needs (SEN) and disabilities, behavioural needs, mental health needs) Experience supporting and working with parents of young people Experience working with colleagues and external stakeholders (e.g. from external agencies) Experience of keeping good written records 	Desirable Desirable Desirable Desirable Desirable
Skills and knowledge	<ul style="list-style-type: none"> Good listening skills Effective written and verbal communication skills Ability to use IT packages including word processing, spreadsheets and presentation software Understanding of data protection and confidentiality Knowledge of the barriers to learning that pupils may face Tailoring plans and interventions to individual pupils Ability to create good relationships with children, staff, parents and external agencies Knowledge of available support services in the local area Safeguarding of children and young people Knowledge of school MIS systems ie Bromcom 	Essential Essential Essential Essential Desirable Essential Desirable Essential Essential Desirable

Personal qualities	• Take a personal responsibility for the standard of the work carried out	Essential
	• Willingness to participate in further training and development opportunities offered by the school	Essential
	• A confidential approach to all school matters	Essential
	• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	Essential
	• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	Essential
	• Ability to work under pressure and prioritise effectively	Essential
	• Commitment to maintaining confidentiality at all times	Essential
	• Commitment to safeguarding and equality	Essential
	• Embraces change well	Essential
	• Deals with difficult situations effectively	Essential
	• Excellent attention to detail	Essential

Print name (Employee)

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: