

JOB DESCRIPTION	
SCHOOL	All Souls' C of E Primary School
JOB TITLE	Administration Officer
GRADE	APLb
REPORTS TO	SBM/Headteacher/SLT
DATE	January 2026

## **JOB PURPOSE**

The Administration Officer is responsible for supporting with the administrative 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, SBM, Staff and Parents by providing a high level and efficient, effective and smooth running of the school reception.

## **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
- Monitor and manage stock
- 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
- 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
- Answering the telephone and being proactive in responding to the call – forwarding appropriately or dealing with proactively as appropriate.
- Scanning, photocopying and filing for the admin team, School Business Manager, Inclusion Lead and SLT.
- Book and arrange swimming lessons for pupils, including transport and payments from parents.
- Make bookings for and ensure the smooth running of the annual photography sessions
- Assist the SBM with arranging events and open days/evenings for new reception intake or parent's information evenings including marketing and promoting the school
- Maintain an accurate record of pupil attendance, producing reports if requested by the attendance team
- 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.

*collaborate | enrich | trust | innovate | aspire | nurture*

- 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
- Order school meals and report numbers to cooks
- Ensuring the office environment and reception are kept to a high standard of tidiness and organisation, as appropriate for the front of the school as a professional, efficient working area.
- Receiving deliveries and alerting the SBM to its arrival.
- Ensuring the admin cupboard is fully stocked and well organised.
- Order school meals each day, ensuring excellent communication with the local school that cooks the meals and ensuring the registers and payment system are update daily. Communicate with Catering Staff on meals numbers each day.

#### **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
- Attend and support at PTFA events while supporting the PTFA with communicating etc.

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
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths</li> </ul>	Essential
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience working in a school environment or other educational setting</li> <li>Experience working with children / young people with additional needs (e.g. special educational needs (SEN) and disabilities, behavioural needs, mental health needs)</li> <li>Experience supporting and working with parents of young people</li> <li>Experience working with colleagues and external stakeholders (e.g. from external agencies)</li> <li>Experience of good record keeping</li> </ul>	Essential  Desirable  Desirable  Desirable  Essential
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Good listening skills</li> <li>Effective written and verbal communication skills</li> <li>Ability to use IT packages including word processing, spreadsheets and presentation software</li> <li>Understanding of data protection and confidentiality</li> <li>Ability to create good relationships with children, staff, parents and external agencies</li> <li>Safeguarding of children and young people</li> <li>Knowledge of school MIS systems ie Bromcom</li> </ul>	Essential Essential Essential  Essential  Essential  Essential Essential

<b>Personal qualities</b>	• 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

Signed (Employee): .....

Dated: .....

Signed (Headteacher): .....

Dated: .....