

BROOMHILL BANK SCHOOL

JOB DESCRIPTION

JOB TITLE: Business Admin Officer

REPORTING TO: Broomhill Bank School (North Site) in Hextable

SALARY RANGE: KSC

DIRECTED HOURS: 37 hours per week, 40-week contract (term-time plus 10 days [74 hours] to include INSET, holiday working and after school parent meetings as agreed with Line Manager)

EFFECTIVE DATE OF JOB DESCRIPTION: Reviewed June 2026

JOB PURPOSE	
To provide professional reception and administrative support, ensuring an efficient, welcoming and well-organised front-of-house service for the school.	
	Key Responsibilities
1.1	Provide reception and administrative support to ensure the efficient day-to-day operation of the school office.
1.2	Act as a first point of contact for students, staff, parents, visitors and external agencies, handling enquiries professionally and courteously.
1.3	Maintain reception, waiting areas and office systems to a high standard, ensuring information, displays and resources remain accurate and up to date.
1.4	Undertake routine administrative duties including correspondence, filing, scanning, photocopying, record keeping and document distribution.
1.5	Administer student records and attendance data within SIMS, including absence input and related monitoring tasks as required.
1.6	Maintain office, stationery and staff room supplies, arranging orders, stock control and servicing of equipment where necessary.
1.7	Manage incoming and outgoing post, deliveries, registers, internal distributions and other routine office processes.
1.8	Support the administration of school events, parents' evenings, transition arrangements and related operational activities.
1.9	Maintain shared resources and booking systems, including vehicles, equipment and other school assets.
1.10	Process cashless and other agreed payments in accordance with financial procedures.
1.11	Provide administrative support for examinations, recruitment checks, inductions and related compliance processes as directed.
1.12	Ensure records are created, maintained, stored and disposed of in line with school procedures and data protection requirements.
1.13	Provide administrative support to senior leaders and contribute to service improvement projects as required.
2	COMMUNICATION

2.1	Maintain the school diary, calendars and booking systems, ensuring entries are accurate and current.
2.2	Prepare routine correspondence to parents and external agencies and circulate communications on behalf of senior staff when required.
2.3	Support school tours, meetings and related activities in liaison with senior leaders.
2.4	Attend meetings as required and produce accurate minutes and records within agreed timescales.
3	DATA AND REPORTING
3.1	Produce routine reports, returns and administrative information accurately and within required timescales.
3.2	Maintain and update relevant tracking systems, including free school meals and other pupil-related information.
3.3	Collate and distribute documentation and information as requested by senior staff.
4	STAFF DEVELOPMENT AND SUPPORT
4.1	Participate in training, appraisal, supervision and continuing professional development as required.
4.2	Demonstrate a professional, solution-focused approach and maintain positive working relationships with colleagues and stakeholders.
5	OTHER DUTIES AND RESPONSIBILITIES
5.1	Promote the school positively in all interactions with visitors, families and external agencies.
5.2	Always maintain confidentiality and comply with GDPR, safeguarding and all relevant school policies and procedures.
5.3	Undertake any other duties commensurate with the grade and responsibilities of the post, as reasonably directed by the HOS or EHT.
5.4	Work across school sites where required to meet operational needs.

Broomhill Bank School is committed to safeguarding and promoting the welfare of children and young people. Posts are subject to Enhanced Disclosure applications to the Disclosure and Barring Service (DBS), verification of candidates' right to work in the UK and other pre-employment checks as outlined in Keeping Children Safe in Education. Shortlisted candidates will be subject to online searches as part of our recruitment process. We value diversity and promote equality for all.