

## Job Description

Location	Prestolee Primary School
Job Title	Office Administrator
Grade	Grade E
Primary Purpose of the Job	To provide high-quality administrative support for the school and Trust to ensure efficient operation of the school office.
Responsible to	Head Teacher
Principal Responsibilities	<ul style="list-style-type: none"> <li>• Provide efficient administrative and clerical support, including record-keeping, data entry, correspondence, and document preparation.</li> <li>• Act as the first point of contact for parents, staff, and external stakeholders, communicating effectively both in-person and via email/telephone.</li> <li>• Maintain school databases, records, and management systems in compliance with GDPR and safeguarding policies.</li> <li>• Support financial and resource management, including processing invoices, and petty cash management.</li> <li>• Support HR administrative processes, including recruitment processes, maintaining accurate and up-to-date staff records, absence management information and processing staff expenses and timesheets.</li> <li>• Assist in monitoring attendance records, liaising with staff and parents as necessary.</li> </ul>

## Key Responsibilities

Administrative & Clerical Support	
1	Produce professional documents, reports, and correspondence using Microsoft Office and other relevant software.
2	Maintain accurate records and filing systems, both manually and electronically.
3	Handle sensitive and confidential information with discretion.
4	Prepare and distribute school newsletters, notices, and correspondence to parents and staff.
5	Maintain school records, databases, and management information systems, including pupil records, attendance, admissions, and medical information.
6	Support HR-related administration, including recruitment processes, staff absence records, and safeguarding documentation.

7	Ensure compliance with GDPR regulations in handling school data.
8	Undertake any other administrative duties in support of the school and the Trust's wider network.

### Communication & Customer Service

1	Serve as the first point of contact for parents, visitors, and external stakeholders, ensuring a welcoming and professional environment.
2	Manage incoming and outgoing communications, including emails, letters, phone calls, and parent queries.
3	Liaise with staff, parents, and third parties regarding school activities and administrative processes.
4	Support with school open days, parent evenings, and other events.
5	Ensure the school website and communication channels are kept up to date with relevant information.

### Finance & Resource Management

1	Process invoices, orders, and receipts in accordance with school financial procedures.
2	Manage school supplies and stock, placing orders when necessary.
3	Handle petty cash transactions and maintain financial records.
4	Support the office manager to maintain school finance systems

### School Operations & Support

1	Assist in monitoring attendance records in line with school policies, liaising with the attendance lead and relevant staff.
2	Ensure safeguarding protocols are followed in all administrative tasks.
3	Assist with the coordination of school policies and procedures.
4	Work with the Site Manager to ensure health and safety requirements are met.
5	Support in organising school transport, clubs, and extracurricular activities.

**Valuing Diversity** - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.

**Developing Self and Others** - Ability to critically analyse self and others in order to access relevant training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. To support others' learning and share learning with others.

## Person Specification

Criteria	Qualities	E/D
Qualifications	GCSEs (or equivalent) in English and Maths at grade C or above.	Essential
	A relevant administrative qualification	Desirable
Experience & Knowledge	Experience working in an administrative role, preferably within a school or educational setting	Desirable
	Knowledge of school management systems (e.g. MIS, CPOMs)	Desirable
	A good understanding of Microsoft Office software, including Word and Excel	Essential
Skills & Personal Attributes	Excellent administrative and organisational skills	Essential
	Strong communication and interpersonal skills	Essential
	Ability to multi-task	Essential
	Ability to work well under pressure	Essential
	Ability to work as part of a team	Essential
	Ability to communicate effectively with a range of people	Essential
	Ability to deal with sensitive information in a confidential manner	Essential
	Ability to enter and retrieve information and produce documents on a range of systems/software	Essential
	Ability to plan, develop, organise and prioritise work to meet deadlines and changes in priority	Essential
	Commitment to working within the guidelines/statutory requirements of 'Keeping Children Safe in Education'	Essential
	Ability to work in line with the Trust's Code of Conduct, Acceptable Use and Data Protection policies	Essential
	Actively supports the school and Trust to deliver its functions effectively	Essential

*This Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Services.*

*This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*