



## School Office Administrator

<b>Salary:</b>	£34,359 to £35,892 pro rata (term time only) Scale 5 point 12-15
<b>Hours:</b>	35 hours per week, term time only (39 weeks a year) Daily hours - 8:30am – 4:30pm, includes 1 hour unpaid lunch break
<b>Contract type:</b>	Full time, permanent
<b>Reporting to:</b>	School Finance Manager and Headteacher
<b>Start Date:</b>	Start date: As soon as possible
<b>Application deadline</b>	Wednesday 25 <sup>th</sup> February 2026 Please send completed application form to <a href="mailto:head@stannesqprimary.com">head@stannesqprimary.com</a> CV's will not be accepted  <i>St Annes and Guardian Angels reserve the right to interview the right candidate prior to application closing date</i>



# Message from The Headteacher

Thank you for taking the time to consider applying for the post of School Office Administrator

St Annes and Guardian Angels Primary School provides a vibrant and caring community with a proud history. As a Catholic school, we offer a distinct education because we believe it is our mission to place Christ and the teaching of the Catholic Church at the centre of pupils' lives. In doing so we hope to nurture the values, aspirations and morals that will inform pupils' choices and actions, not just in school, but in all aspects of their lives. Our school mission statement is 'Excellence Together with Christ at the Centre' and we truly believe that our work should be the quest for excellence for all

We have dedicated professional staff – St Annes and Guardian Angels is an exciting and supportive environment in which to work and develop your career.

This is a fantastic opportunity for someone with administrative experience.

The School Office Administrator is a key member of the school team and is often the first point of contact for pupils, parents, visitors and external agencies. The postholder plays a vital role in creating a welcoming, calm and professional environment, while ensuring that the day-to-day administrative functions of the school run efficiently and effectively. The role requires high levels of organisation, discretion and professionalism, alongside a strong commitment to safeguarding, confidentiality and the values and ethos of the school.

Please note, you do not need to be a practising Catholic to apply.

We very much welcome visits to the school and look forward to receiving your applications.

Miss Louise Nottage - **Headteacher**



## JOB DESCRIPTION

**TITLE:** SCHOOL OFFICE ADMINISTRATOR

**RESPONSIBLE TO:** HEADTEACHER / SCHOOL FINANCE MANAGER

**GRADE:** SCALE 5 (PRO RATA)

**HOURS:** Term Time only / 35 hours per week

### **Duties and responsibilities**

#### **General administration**

- Update manual and computerised record/information systems
- Update and maintain the school calendar
- Update the school website
- 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
- Manage and organise completed forms from parents
- Report any issues with the school's IT systems
- Organise and distribute incoming and outgoing post
- Provide administrative support to staff as needed
- 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
- Maintain a register of all after school clubs
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Administer First Aid when needed

#### **Attendance administration**

- Monitor and maintain an accurate record of pupil attendance, producing reports as necessary
- Monitor the late arrival of pupils and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed

#### **Reception**

- Act as the first point of contact for parents and visitors arriving at the school
- Deal with telephone and face-to-face enquiries efficiently and in a professional and supportive manner
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Assist staff, parents and pupils with the information and support they need

## **Security**

- 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
- Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures
- **Written communication**
- 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
- Assist with marketing and promoting the school

## **Finance**

- Enter data into the school's finance systems and produce reports as necessary
- Collect, record and issue receipts for payments from parents, update and maintain Parent Pay records and encourage and advise parents on the use of Parent Pay.
- Carry out financial administration in line with the school's procedures
- Work with the finance team to process orders and invoices

## **School Admissions**

- Work closely with the Senior Leadership Team to record, monitor and follow up expressions of interest from prospective parents and carers
- Act as a point of contact for families making enquiries about school places, providing accurate information about admissions procedures and timelines
- Liaise with the Local Authority to coordinate pupil admissions, transfers and leavers, ensuring information is shared accurately and in a timely manner
- Maintain accurate and up-to-date admissions records, both electronically and in line with school data protection procedures
- Support parents and carers to complete required admissions documentation, including registration forms and associated paperwork
- Provide guidance and practical support to families in completing applications for Pupil Premium Grant and other relevant entitlements, signposting where appropriate
- Ensure admissions documentation is checked for completeness and accuracy, following up any missing information sensitively and promptly
- Communicate admissions outcomes and next steps to parents and carers in line with agreed school processes
- Support the smooth induction of new pupils, including coordination of welcome information and liaison with teaching staff and senior leaders
- Maintain confidentiality and exercise discretion when handling sensitive information relating to pupils and families
- Ensure all admissions processes are carried out in line with Local Authority guidance, school policies and safeguarding requirements

**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
- Any other reasonable duties as delegated by the Headteacher.

The duties may be varied to meet the changing needs and demands of the School at the discretion of the Headteacher in consultation with you. This job description does not form part of the contract of employment. It denotes the way the post holder is expected and required to perform and complete particular duties. St Annes and Guardian Angels is a Catholic School. The post holder will be expected to uphold at all times the Catholic Ethos of the School.

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, a full enhance DBS check will be undertaken as well as references checked.

**Equal Opportunities**

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies.

### Person Specification – School Office Administrator

Criteria	Qualities	Essential (E) / Desirable (D)	Demonstrated by Application (A), Interview (I) or Qualification (Q)
<b>Qualifications and training</b>	Education to GCSE Grade C or above (or equivalent) in Maths and English	E	Q
	NVQ Level 2 or 3 in Business & Administration, or equivalent	D	Q
	First aid training (or willingness to complete it)	D	Q
<b>Experience</b>	Experience of working in an administrative role, ideally in a busy office environment	E	A & I
	Carrying out administrative tasks	E	A & I
	Experience of dealing with a wide range of people in a professional, calm and courteous manner	E	A & I
	Dealing with face-to-face and telephone interactions	E	A & I
	Working with children or young people	D	A & I
	Working and collaborating within a team	E	A & I
	Experience of attendance administration or admissions processes	D	A & I
<b>Skills and Knowledge</b>	Knowledge of basic office procedures, including filing, data entry and correspondence	E	A & I
	Good oral and written communications skills	E	A & I
	Ability to respond quickly and effectively to issues that arise	E	A & I
	Ability to plan, organise and prioritise to meet deadlines	E	A & I
	Ability to use own initiative and take action accordingly	E	A & I
	Excellent attention to detail	E	A & I
	Ability to use IT packages including word processing, spreadsheets and presentation software	E	A & I
	Experience of working with Bromcom MIS system	D	A & I
	Experience of working with Parent Pay	D	A & I
	Experience of using Medical Tracker	D	A & I
	Processing Invoices and use of Access Finance	D	A & I
	Ability to manage school communications (letters, newsletters, emails, website updates)	D	A & I
	Ability to use relevant office equipment effectively (photocopier, scanner etc.)	E	A & I
	Ability to build effective working relationships with colleagues	E	A & I
	Understanding of data protection and confidentiality	E	A & I
	Understanding of safeguarding	D	A & I

Personal Qualities	Warm, welcoming and professional manner, particularly when dealing with children and families	E	A & I
	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	E	A & I
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E	A & I
	Ability to work under pressure and prioritise effectively	E	A & I
	Commitment to maintaining confidentiality at all times	E	A & I
	Commitment to safeguarding and equality	E	A & I
	Embraces change well	E	A & I
	Deals with difficult situations effectively	E	A & I