

Job Description: Administration Officer

Job Purpose

Support the School Business Manager with the provision of administrative and clerical support to school staff and the day to day running of the School Office.

Grade: Grade 3

Base: Castleside/Catchgate/Beamish/Pelton Primary School

Responsible to: School Business Manager

Main Responsibilities

General administrative support

Provide clerical support, including photocopying, typing, word processing, and managing school mail distribution for teaching and support staff.

Serve as a primary point of contact for telephone and face-to-face inquiries, taking and relaying messages where appropriate.

Assist with the administration of school services, including school meals, managing after-school activities, and coordinating school events such as parents' evenings and school photography.

Administer the Free School Fruit Scheme and act as the main contact for the Free School Milk Scheme.

Administer first aid and medicine to pupils as per school policy, managing first aid supplies and liaising with parents regarding pupil sickness/injury.

Maintain accurate medical and accident records, and assist with visits from medical professionals, including the school nurse and dentist.

Provide general welfare support to pupils and ensure effective communication with parents regarding health and wellbeing matters.

Ensure school security procedures are adhered to, including issuing visitor badges, maintaining the visitor's book, and managing access via the barrier and intercom systems.

Accept and sign for deliveries, ensure appropriate distribution, and provide hospitality for visitors.

Liaise with premises staff regarding contractor and manual staff arrivals, ensuring proper chaperoning.

Finance and data management

Assist the School Business Manager (SBM) with managing school finances, including the preparation of budgets and processing of purchase orders and invoices. Prepare and monitor official banking records.

Oversee the collection and banking of funds for school visits, events, and private lettings, ensuring accurate records and timely processing.

Administer the school's private fund and monitor petty cash, reporting to the SBM and Headteacher as required.

Maintain and manage the school's information systems, including attendance tracking, reporting, and updating pupil data.

Assist with the preparation and collation of school reports, ensuring timely delivery and professional presentation.

Coordinate and maintain communication systems such as the Call Parents system, the school website, social media pages, newsletters, and displays. Manage the transfer of pupil data through Secure Access.

Maintain stock registers, arrange annual stock checks, and manage ICT and clerical equipment,

General duties

Ensure the safeguarding of pupils and remain vigilant to any safeguarding risks within the school environment and community.

Maintain confidentiality at all times, ensuring compliance with data protection legislation.

Operate at all times within the policies and procedures of the Trust, including financial procedures and regulations.

Act as a positive role model for colleagues and pupils, promoting appropriate standards with regard to punctuality, attendance, dress, conduct and standards of work.

Take reasonable care of own health and safety and that of others and informing relevant staff of any concerns.

Assist with the general running of the school, including helping during break times, lunchtime, and before/after school activities.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the main responsibilities of the job.

Person Specification: Administration Officer

Criteria	Essential	Desirable	Method of Assessment
Qualifications and training	NVQ 3 (or higher qualification) in a relevant discipline e.g. business administration. Level 2 qualification in English & Maths (e.g. GCSE Grade C/Level 4)	Certificate in first aid	Application form/Interview
Experience	Experience of working in a busy office, undertaking administrative duties. Experience of dealing with the public	Experience of dealing with financial processes such as petty cash, purchase orders invoices etc. Experience of working in a school. Experience of school management software.	Application form, References
Professional Skills & Knowledge	Excellent customer care skills High standard of numeracy skills High attention to detail and ability to handle sensitive and confidential information. Good verbal and written communication skills and ability to communicate with a range of audiences Highly competent user of Microsoft Office including Microsoft Word, Excel and other office systems.	Knowledge of policies and procedures relating to child protection. Knowledge of confidentiality and data protection.	Application form, Interview/Assessment, References

	<p>Ability to build and maintain effective relationships and personal boundaries with students and parents/carers.</p> <p>Understands and acts on responsibility for the safeguarding and welfare of students</p>		
Personal attributes	<p>A high level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines</p> <p>Ability to work effectively as part of a team</p> <p>Punctual and reliable</p> <p>Suitability to work with children</p>		<p>Application form,</p> <p>Interview/Assessment,</p> <p>References</p>