



Dr South's CE Primary School

Bletchington Road, Islip, Kidlington, Oxon OX5 2TQ

Nurture, Educate, Inspire

Headteacher: Mrs Helen Watson

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School Administrative Officer (Grade 5)

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Responsible to: Headteacher and School Business Manager

Main Purpose

To support the smooth, efficient, and professional operation of the school office and wider school environment.

Key Responsibilities

Reception and Visitor Management

- Act as the first point of contact for pupils, staff, parents, visitors, and contractors.
- Manage visitor sign-in procedures, check identification, issue appropriate lanyards, and ensure safeguarding and security procedures are followed.
- Answer and direct telephone calls, monitor office emails, and respond to routine enquiries.
- Maintain a welcoming, tidy, and professional reception area.

Administrative Support

- Provide general administrative and clerical support, including filing, photocopying, data entry, correspondence, and document preparation.
- Maintain accurate manual and electronic records, databases, and management information systems.
- Process incoming and outgoing post.
- Produce reports, lists, and pupil-related information as required.
- Support the organisation of school trips, events, visits, lettings, and appointments with external agencies.

Attendance, Communication and Pupil Support

- Record and monitor attendance information in line with school procedures.

- Act as a key contact for parents reporting absences or raising concerns.
- Contact parents when required, including regarding pupil illness or welfare.
- Ensure effective communication between the office and the wider school community.
- Undertake first aid training and administer first aid when required.

Financial and Resource Administration

- Collect, record, and process payments, including those relating to trips, clubs, and other school activities.
- Assist with stock control, inventories, ordering, storage, and distribution of supplies.
- Support the operation of school uniform and other school-based sales activities.

General Duties

- Liaise effectively with staff, contractors, external agencies, and other professionals.
- Maintain confidentiality and comply with data protection requirements.
- Follow school policies relating to safeguarding, health and safety, equality, and security.
- Attend meetings, training, and professional development activities as required.
- Promote the school's values, ethos, and positive reputation within the community.
- Provide support at school events, including occasional events outside normal working hours.
- Undertake any other reasonable duties commensurate with the grade of the post as directed by the Headteacher or Senior Leadership Team.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. An Enhanced DBS check is required for this post.

General Responsibilities

The school is committed to safeguarding and promoting the well-being and safety of all pupils and expects staff to share this ethos. Enhanced DBS checks are required for this post.

You will be expected to take appropriate responsibility for your own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies. This includes taking responsibility for raising concerns with the headteacher or a school governor as appropriate.