

## Job details

**Job title:** Lead Administrative Officer

**Base Setting:** Hightown Primary School

**Salary:** Grade D

**Hours:** As advertised

**Contract type:** Temporary – Maternity Cover

**Reporting to:** Principal

## Main purpose

The Administrative Officer will:

- Provide a comprehensive administrative support service to the school
- Line manage the school office administration team
- Maintain key systems and records
- Look at every aspect of school life through a safeguarding lens, including full compliance with Keeping Children Safe in Education.

## Duties and responsibilities

- To manage the school office administration team, providing guidance and support, setting priorities and carrying out appraisals and performance management. Holding regular admin meetings with a clear agenda and purpose
- To support the Trust Central Team with payroll and personnel administration for all staff (recording on Arbor system), including managing or assisting with the recruitment and induction procedures for new staff
- To ensure that the school office administration team provides an efficient and comprehensive administrative support service, including:
  - greeting visitors and providing hospitality
  - dealing with routine enquiries from parents, the Trust and other agencies/organisations
  - word processing correspondence and other documents
  - record keeping, photocopying and filing
- To oversee the school office administrative team to ensure that all orders are processed efficiently and that there are systems for managing the collection, recording and banking of cash payments, e.g. for school meals and trips and that the Trust debt collection policy is adhered to
- To provide a PA/support service to the Principal, often dealing with items of a sensitive and confidential nature

- To be the lead DPO for the school site, liaising with the Trust DPO
- To be the clerk for all meetings held by the Academy Council.
- To oversee and maintain all aspects of the Arbor database and associated records
- To maintain an asset register and to arrange/oversee servicing and repairs to office equipment
- To oversee the school office administrative team to ensure the preparation and submission of statistical and other returns to the Trust, LA, DfE and other organisations/bodies as required
- To design, prepare and produce documents including the school prospectus, parent newsletters etc. and to maintain the school's web pages
- To establish and maintain procedures for pupil welfare, including the administering of First Aid and medicines and notifying parents when children are ill
- To oversee the school office administrative team to ensure arrangements are made for any after school clubs/extended schools' activities and the letting of the school premises to outside organisations
- To liaise with other school staff, contractors and outside agencies/organisations as appropriate
- To carry out any other administrative procedures, within the responsibility level of the post, as directed by the SLT or Trust Central Team
- To work alongside the School Educational Visits Coordinator (EVC) to:
  - Collate Enrichment Forms
  - Book travel and transport, obtaining quotes
  - Liaise with the educational venue as directed by Year Teams
  - Book MIDAS training as appropriate and according to school training log/diary

## **Health and Safety**

- To lead the Health and Safety Administration for the school site;
  - Uphold effective health and safety diary system, monitoring checks and tests and training logs where necessary;
  - Identify Health and Safety training needs for the school and disseminate or book where appropriate;
  - Support the Site Manager with regards to paperwork and filing;
  - Be a key contributor to the Health and Safety Policy;
  - Work alongside school and Trust leaders and Academy Council ensuring Health and Safety compliance;
  - Maintain a well-organized filing system for school risk assessments;
  - Ensure H&S Training Log is kept up to date e.g. DSL, Safer Recruitment, Asbestos, H&S Courses;
  - Hold half-termly meetings with Site Team to prioritise tasks;
  - Ensure compliance with Parago system.

## **Whole-school organisation, strategy and development**

- Support the aims, values, mission and ethos of the Trust and school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school

## **Safeguarding**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and the school's safeguarding and child protection policy
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately
- To engage with Safer Recruitment training and ensure safe processes and procedures are consistently followed when recruiting staff, volunteers, Academy Councillors or contractors
- To maintain the SCR, ensuring volunteers and outside agencies are listed and deleted as appropriate. Action all areas resulting from monthly checks of SCR.
- To safeguard and promote the welfare of children and young people and follow school policies, including the staff code of conduct.

## **Professional development**

- Engage fully in our Trust's professional growth process to fulfil potential and be able to participate effectively in the implementation of our Big Moves
- Take part in further training and development, including coaching, to improve own professional knowledge. You will participate in in events and less formal networking and support opportunities at and with other Inspire Learning Partnership schools. Where appropriate, take part in the appraisal and professional development of others

## **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust and school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

Inspire Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

## Person specification

Criteria	Qualities
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>➤ GCSEs at grades 9 to 4 (A* to C) including English and Maths</li> <li>➤ A good understanding of Business Administration, with at least three years' experience in a business administration role, preferably within a school setting;</li> <li>➤ Qualification: NVQ 2/3 in Business Administration (or equivalent qualification - desirable)</li> <li>➤ First aid qualification (desirable)</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Good literacy and numeracy skills</li> <li>➤ Good organisational skills</li> <li>➤ Ability to analyse and interpret information</li> <li>➤ Ability to communicate information and ideas to a range of audiences, through excellent written and oral communication skills</li> <li>➤ Good ICT and keyboard skills</li> <li>➤ Ability/experience in using school computer systems (ARBOR, TUCASI etc) and general office systems (MS Word etc)</li> <li>➤ Ability to work on own initiative and to organise/prioritise own workload and that of the team</li> <li>➤ Ability/experience in asset management</li> <li>➤ Good ICT and keyboard skills</li> <li>➤ The ability to remain calm in stressful situations</li> <li>➤ Experience in supervising staff</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Enjoyment of working with children</li> <li>➤ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and Trust</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding pupil's wellbeing and equality</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

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**Last review date:** March 2026

**Next review date:** March 2027

**Principal's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:**

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**Date:**

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