



**STONE LODGE**  
SCHOOL

## **Communications & Office Administrator**

### **Job Description**

**Salary Range:** Endeavour MAT Grade 4 Point 12 - 15 (£24,800 - £26,513 for a FTE post.)  
Actual salary will be pro-rata according to hours and weeks worked £21,331 - £22,804. 37 hours per week for 39 weeks a year.

**Responsible to:** Office Manager

#### **Main Purpose**

This role supports the school's communication and administrative functions by ensuring timely information is shared with parents, staff, and the wider community. It involves communications with emails, phone enquiries, supporting website and social media updates, and assisting with admissions and student processes. The role also provides reception support, contributes to pupil welfare as a first aider, and undertakes general administrative tasks, adapting flexibly to meet the needs of the school.

#### **Duties**

- Co-ordinate timely communication with parents by actively monitoring the school calendar and working with staff to obtain and distribute all necessary letters, notices and updates ahead of scheduled events.
- Supporting with office emails and phones and responding to parent queries.
- Maintain the school website by adding updates, letters, dates to the calendar and news items supplied by staff across the school and trust.
- Support with updating the school's social media accounts with news and information.
- Assist the Admissions Officer.
- Office administration.
- Prepare files ready to send to new schools.
- Collate house points.
- Support reception with cover during peak times.
- First aid.

Any other administrative duties, commensurate with the role as may be required and as time permits This job description is not intended to be an exhaustive list of all duties performed. It is envisaged this role will evolve over time in line with the development of the school and may be subject to modification after consultation with the post-holder.

The post holder may be required from time to time to undertake duties within the school as may be reasonably expected without changing the general character of the duties or the level of responsibility.

## Person Specification

The following outlines the criteria for this post.

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of school communication systems.</li> <li>• Knowledge of school administration and the school office environment.</li> </ul>	Desirable Desirable
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• GCSE.</li> <li>• Administration qualification.</li> <li>• Previous school office experience.</li> <li>• Previous communications experience.</li> </ul>	Desirable Desirable Desirable Essential
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with individuals and groups of students, teachers and other members of staff, parents and professionals.</li> <li>• Attention to detail for proofreading documents/letters.</li> <li>• An interest in communications and a desire to learn and implement new ideas.</li> <li>• A team player who is happy to step in and help where needed.</li> <li>• A passion for working at a high standard.</li> <li>• Well organised with a strong attention to detail.</li> <li>• Able to work under pressure and prioritise own workload to achieve deadlines.</li> <li>• Ability to accept guidance and direction from line manager.</li> <li>• An understanding of Data Protection legislation, GDPR and safeguarding processes in schools.</li> </ul>	Essential  Essential Essential  Essential  Essential Essential  Essential  Desirable

***As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.***

***School-based roles are exempt from the Rehabilitation of Offenders Act 1974 but you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).***

***Shortlisted candidates will be asked to self-declare any information that would make them unsuitable to work with children.***

***All offers of employment are subject to an Enhanced DBS check.***