



Job Description and Person Specification

Job Title: Office Administrator

Purpose of the Role

The Office Administrator provides efficient, professional, and welcoming administrative support to ensure the smooth and effective day-to-day running of the Meridian school office. The role is central to supporting pupils, staff, parents, and visitors, while maintaining high standards of confidentiality, safeguarding, compliance and data management.

Key Responsibilities

Administration and Data Management

- Provide effective and efficient day-to-day administration within the school office
- Manage pupil data, including admissions, attendance and maintaining accurate records
- Update and maintain pupil records and school databases
- Input, manage and report data using the school's Management Information System (MIS)
- Collate and monitor daily attendance and lunch data
- Complete Local Authority (LA) returns, including the School Census and other statutory submissions
- Ensure all data is accurate, up to date and compliant with GDPR and data protection regulations

Safeguarding, Compliance and Recruitment Support

- Update and maintain the Single Central Record (SCR) accurately and in line with statutory guidance
- Manage the administration of DBS checks for staff, governors and volunteers
- Support the administration of recruitment processes, including documentation and compliance checks
- Follow and support safeguarding procedures at all times, escalating concerns appropriately
- Maintain strict confidentiality regarding pupils, families and staff

Communication, Front-of-House and Visitor Management

- Act as the first point of contact for parents, visitors, contractors and volunteers
- Manage visitor signing-in procedures and ensure the correct safeguarding lanyards are issued and worn
- Manage parent communications, including emails, phone calls and newsletters
- Provide a professional, approachable and welcoming front-of-house presence

Trips, Events and Operational Support

- Support the administration of school trips and events
- Obtain and manage transport quotes, including buses and coaches and support booking arrangements
- Ensure relevant documentation is completed and stored correctly
- Support the organisation and administration of school events as required

General Office and Team Support

- Manage incoming and outgoing mail and deliveries
- Use a range of IT systems and software to support school administration
- Work collaboratively as part of the school team, supporting colleagues during busy periods
- Undertake any other duties as requested by the Headteacher to support the efficient and effective administration of the school, its systems and processes



Person Specification

The Successful Candidate Will:

- Be highly efficient, organised and able to work well under pressure
- Have excellent written and verbal communication skills
- Be confident using IT systems, email, telephone systems and school MIS platforms
- Be approachable, personable and professional at all times
- Be a strong team player with a positive, flexible attitude
- Have a clear understanding of confidentiality, safeguarding and compliance in a school environment
- Be committed to supporting a school with high standards and expectations